



Title: Alternate Work Schedule
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Alternate Work Schedule

This policy is instituted in order to recognize the varied and changing needs of South Louisiana Community College. The College provides class schedules that begin as early as 6:30am and last until 10:00pm. In addition to providing varied class schedules it is important that we consider providing other services during those times as well. This allows the college to provide services to accommodate students while also allowing a flexible work schedule typically present in the academic community.

Within guidelines described in this announcement, it is policy to provide all South Louisiana Community College staff members the opportunity to request alternate work hours outside of the traditional 8:00 am – 5:00pm work day. It is recognized that it will not be possible to accommodate all such request for alternative schedules. Supervisors will not grant flexible scheduling when it conflicts with providing or ensuring timely, efficient and effective service for SLCC constituents –either external or internal.

Guidelines:

1. During the work weeks with a designated holiday, full time employees on an alternate work schedule will receive the standard 8 hours of holiday pay. *(Note: This will require the employee to adjust their alternate work schedule to a standard 8 hour workday for the 40 hour work week or use annual leave to make the required 32 hours worked.)*
2. Employees eligible for compensatory time must work 40 hours in a work week.
3. The College has designated 10:00am to 3:00pm as core hours of business and requires all employees on campus during those times (except on Fridays and during lunch periods) unless approved by the appropriate Vice Chancellor.
4. Some departments may be unable to offer flexible hours for some positions and/or during certain times of the year.
5. Lunch time must be scheduled for a minimum of ½ hour (maximum 1 hour) in the event an employee works at least a five hour shift. Unless prior approval is received you may not use your lunch hour to start your day late or end your day early.
6. A request for an alternate schedule (standard is 8 -5 with an hour lunch) must be discussed and confirmed in writing with an individual's supervisor and a signed approved alternate work schedule form must be on file in the payroll office.

DISCLAIMER: Employees eligible for compensatory time are not allowed to accommodate unscheduled late arrivals or early departures with daily flexing. Once you have committed to a schedule, you are required to adhere to that schedule unless a change in schedule is approved by your Supervisor. Your agreed upon schedule will be used to determine how leave will be charged.

	Reviewing Council/Entity	Approval Date	Effective Date	Date of Last Revision & Approval
x	Executive Committee Approval	March 12, 2012	April 1, 2012	April 20, 2017
x	Chancellor Approval	March 12, 2012	April 1, 2012	April 20, 2017

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