



Alternative Work Week Schedules

The President has authorized an option to continue alternative workweek schedules for this academic year. The feasibility of continuing alternative workweek schedules on an ongoing basis during the academic year will be evaluated at the end of this academic year.

CFCC departments/offices may provide all full-time staff who normally work 40-hours in a five-day week with options to work alternative schedules provided adequate service levels are maintained to meet the business needs of the College and the students we serve. CFCC departments/offices must provide staff coverage during the College's normal business hours. The normal lunch period may also be flexible, and not less than 30 minutes, as approved by the supervisor. Individual lunch breaks may vary depending on the staff persons alternative workweek schedules. In addition, full-time staff positions that work shifts outside normal business hours (ex. 2nd shift custodians) are eligible to participate in alternative workweek schedules. In addition, full-time staff members who participate in an alternative workweek schedule are still expected to fulfill any responsibility related to attendance at meetings and assigned committee work.

An alternative workweek schedule is a great way to boost staff morale. Therefore, CFCC supervisors are being asked to provide all full-time staff positions with an opportunity to participate in an alternative workweek schedule. While staff schedule flexibility is the ultimate goal, supervisors must also balance flexibility with meeting the College's essential services and business needs. The supervisor is responsible for reviewing, approving and monitoring the implementation and ongoing maintenance of alternative workweek schedule options. In addition, there may be peak/blackout periods during the academic year when an alternative workweek schedule will not be possible or positions that do not lend themselves to an alternative workweek schedule. All decisions about the application of alternative workweek schedules are subject to supervisory and senior level administrator approval.

Alternative Workweek Schedules Procedure

Coverage: The alternative workweek schedule will include all full-time staff who normally work 40-hours in a five-day week. The alternative workweek schedules and overtime provisions outlined below pertain to the standard 40-hour workweek. Related provisions shall be prorated for staff whose normal work schedules exceed the standard 40-hour workweek. It is understood that certain CFCC operations cannot precisely conform to this schedule and employees designated as essential personnel therein will continue on regular or specifically amended schedules.

CFCC Alternative Workweek "Business" Day: The typical workday and office hours are from 8:00 a.m. through 5:00 p.m., each day, Monday through Friday. The standard workweek will consist of 40-hours per week. The normal one hour lunch period for people working alternative schedules may also be flexible as approved by the supervisor. Exempt employees must work a minimum of 40-hours per week. Non-exempt (hourly) employees must work 40-hours per week and may not work overtime without prior approval from the supervisor. Compensatory time off must be managed by the supervisor.

Lunch Period: The typical employee lunch period for office operations at CFCC is a one-hour period. However, supervisors may approve alternative lunch periods of not less than 30 minutes depending upon staff and business needs as long as the normal daily-required number of work hours and operational needs are met. The normal lunch period may also be flexible as approved by the supervisor. Staff may not forego a lunch period for purposes of a later arrival or earlier departure in order to shorten the workday.



Alternative Work Schedules: To provide staff with flexibility and subject to business and operational needs of the College as well as supervisory approval, staff may adjust the starting and ending times of their daily schedules between 7:00 a.m. through 6:00 p.m. schedule. Supervisors have the discretion and authority to modify an approved alternative work schedule as necessary to ensure the business needs of the College, division and/or department are met. Supervisors are encouraged to provide all employees with as much flexibility as possible for this purpose. In addition, options for participating in alternative workweek schedules must be provided to employees who work shifts outside normal business hours. (Ex. 2nd shift custodians.) If a staff member cannot adapt to a longer workday, the staff member (in concurrence with the supervisor) may work something different than a 9-hour, 10-hour scheduled workday as approved by the supervisor.

Overtime: Non-exempt (hourly) staff are eligible to earn compensatory time off in lieu of overtime, if they work more than 40-hours in one workweek. Non-exempt staff may not work overtime without prior approval from the supervisor.

- ✚ **Remember,** compensatory leave is earned only after a non-exempt (hourly) employee has actually worked 40-hours during the workweek. Use of vacation, bonus, sick leave, furloughs, compensatory leave, holidays, inclement weather days or use of any other leave plan are not considered actual time worked and therefore will not be used towards the computation of overtime or compensatory time.

Sick Leave and Vacation Days: Sick leave and vacation days will be earned and used based on whatever flexible schedule is agreed upon, except for employees on regular or specifically amended schedules where sick leave and vacation days will be earned and used based on those regular or specifically amended schedules.

Holidays - Flexible Work Week Schedules

Holiday Weeks: Managing alternative schedules during holiday weeks can be confusing for staff and an administrative strain to track. Since holidays only account for an 8-hour day, and to avoid confusion, employees must revert to the typical Monday – Friday, 8:00 a.m. to 5:00 p.m. office workweek schedule for the weeks when there is a paid holiday. This measure eliminates any requirement for the use of 1-hour or 2-hours of vacation to equalize the holiday benefit. In addition, it ensures uniformity in how time is managed for all staff during a holiday period.

Revert to Regular Work Week as follows:	2016 – 2017 Holidays – College Closed
Monday, 9/5/16 – Sunday, 9/11/16	Labor Day – 9/5/16
Monday 11/21/16 – Sunday, 11/27/16	Thanksgiving – 11/24/16 and 11/25/16
Monday, 12/19/16 – Sunday, 1/8/17	Christmas – 12/23/16, 12/26/16, 12/27/16, 1/2/17
Monday, 1/16/17 – Sunday, 1/22/17	Martin Luther King – 1/16/17
Monday, 4/10/17 – Sunday, 4/16/17	Easter – 4/14/17

Adverse Weather/Emergency Closure - Flexible Work Week Schedules

Adverse Weather/Emergency Closure Weeks: Managing alternative schedules during adverse weather/emergency closure weeks can also be confusing for staff and an administrative strain to track. To avoid confusion, employees must revert to the typical Monday – Friday, 8:00 a.m. to 5:00 p.m. office workweek schedule for the weeks when there is an adverse weather/emergency closure at the College.



Temporary Amendment of Applicable Policies: In order to facilitate the continuation of alternative workweek schedules, applicable provisions of CFCC policies pertaining to scheduled hours, overtime and lunch periods are amended as outlined above for the remainder of this academic year. Decisions about revisions to CFCC policies pertaining to scheduled hours, overtime and lunch periods will be made after the feasibility of continuing alternative workweek schedules year round is evaluated at the end of this academic year.