

4.12 Employee Alternate Schedule Policy & Procedures

PURPOSE

The following procedure has been developed to provide direction and guidelines for Central Lakes College administrators, supervisors, and employees on the use of alternative scheduling for employees.

ALTERNATE SCHEDULE

- Alternate scheduling is a management tool that enables employees to work a different schedule on a regular basis.
- The ultimate goal of an alternative schedule is to improve service delivery.
- An alternate schedule is usually a long-term work arrangement.
- The use of an alternative schedule provides greater flexibility to better meet customer needs and achieve business goals.

CONDITIONS OF ALTERNATE SCHEDULING

- Alternate scheduling is a privilege, not an entitlement.
- Alternate schedules are voluntary and may be terminated at any time by Central Lakes College or the employee with or without cause.
- Employees working an alternate schedule must comply with all applicable state laws and Central Lakes College policies. Failure to comply may result in the loss of privileges and/or disciplinary action.
- Duties, obligations, responsibilities, and conditions of employment with Central Lakes College remain unchanged. Eligibility for salary, retirement benefits, and state-sponsored insurance coverage remains unchanged.
- Provisions of collective bargaining agreements and personnel plans remain in effect.
- Requests for sick and vacation leave will be processed in accordance with the Collective Bargaining Agreement. Vacation leave will be pre-approved in writing by the supervisor. The employee will be responsible for notifying their supervisor promptly if they request sick leave.
- All alternate schedule arrangements must comply with State and Federal employment laws that apply to all state employees. This includes the Fair Labor Standards Act (FLSA), which governs overtime pay for exempt and non-exempt employees.
- The use of an alternate schedule must not result in additional work for other staff.
- Employees and their supervisors will participate in periodic reviews to evaluate the effectiveness of the alternate schedule.

SELECTION CRITERIA

Supervisors will assess each request on a case-by-case basis. Factors to consider include, but are not limited to, the following:

- Needs of the work unit
- Employee's personal situation
- Need for adequate supervision of employees
- Employee's current and past job performance
- Effects on customer service
- Positive/negative impact on the work unit or division
- Availability of equipment and appropriate workspace
- Anticipated additional costs, if any
- Ability to measure the work performed

- Level of work skills, i.e., time management, organizational skills, self-motivation, and ability to work independently

Seniority will not be a factor in determining whether to approve or deny employee requests to work an alternate schedule.

PROCEDURES

- The employee will complete an Alternate Schedule Request Form, which the supervisor will review.
- The supervisor will then route the request through the appropriate chain of command and recommend approval or denial to the appropriate Vice President or President.
- Approval or denial of the request will be communicated in writing to the employee by the Director of Human Resources. The original signed request and approval must be provided to Human Resources for placement in the employee's personnel file.
- A copy of the signed approval must be provided to the Payroll department.

WORK SCHEDULE

- The alternate work schedule will depend on the type of work to be performed and the department's or unit's needs, as determined by the supervisor.
- The supervisor must approve individual work schedules. Any changes to the schedule must be reviewed and approved by the supervisor in advance.
- Employees are expected to attend all meetings related to their job performance. The employee agrees to waive their right to a schedule change notice (under the union agreement) if the supervisor determines that an emergency meeting is needed. Supervisors will not alter an employee's schedule unless necessary and will provide the employee with as much notice as possible.

LIABILITY

- An employee is covered by Minnesota Workers' Compensation laws while in an alternate schedule status. Any injury that occurs within the course and scope of employment must be reported in accordance with state and federal reporting requirements.

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