



Policy Title Flexible Work Schedule	Original Adoption Date 7/14/2007	Policy Number HR-217
Responsible College Division/Department Human Resources	Responsible College Manager Title Chief Human Resources Officer	
Policy Statement <p>Flexible work schedules are applicable only to full-time management and support staff. Customer service needs and office coverage must be met during normal business hours and schedules approved by manager.</p> <p>School Year Flexible Work Schedule: Flexible work schedules may be scheduled Monday through Friday between the hours of 7:00am – 10:00pm, and may not exceed 10 hours in any day and must be over five (5) days.</p> <p>Summer Flexible Work Schedule: The summer hours schedule will allow managers to offer staff a four (4) day work week based on customer needs. The four day work week must be no longer than 10 hours per day.</p> <p>The Flexible Work Schedule will be reviewed and approved in May of each year by the manager to ensure that all customer service and office needs are being met.</p>		
Reason for Policy <p>The Flexible Work Schedules Policy allows Lakeshore Technical College (LTC) to meet customer needs and offer superior service while allowing employees some scheduling flexibility. It is the policy of LTC to support the use of flexible work schedules in order to maximize the employment options available to existing and potential full-time employees; to increase college efficiency and service to the public; and to promote energy conservation, employee morale and productivity.</p>		
Cross References and Legal Review <p>Created/Adopted: 7/14/07; Reviewed/Revised: 6/04/13; 2/13/15 Legal Reference: Cross Reference: Management and Support Staff Employee Work Schedules</p> <p>Legal Counsel Review and Approval: N/A Board Policy: III.A. General Executive Constraint, III.B. People Treatment, III.C. Compensation and Benefits, III.F. Asset Protection</p>		
Definitions		