

Flexible Work Guidance

This guidance ensures that both the employee and supervisor have a shared understanding of the flexible work plan. When clearly outlined and executed, Flexible Work Agreements can prove beneficial to employees and supervisors.

1. Types of Flexible Work Agreements

1. **Flextime:** Permits flexibility in starting and ending times without changing the total hours worked in a work week.
2. **Compressed Workweek:** A full-time schedule compressed into less than the traditional five-day work week.
3. **Remote work:** Allows employees to work all of their work hours from a location other than an NNMC campus.
4. **Hybrid:** Employees work part of the standard work week at a location other than an NNMC campus. This group includes people who must be on campus either regularly or periodically but who can perform some portion of their work remotely.

2. Eligibility

1. Not all employees are eligible to request a Flexible Work Agreement and not all positions lend themselves to flexible work.
2. Departments should be consistent in the decision-making process when creating and administering Flexible Work Agreements.
3. Employees within their probation period or in corrective action may not be eligible for a Flexible Work Agreement.

3. Documenting the Flexible Work Agreement

1. Employees may be permitted to work flexible schedules and/or work locations if the Supervisor, Director, or Vice President/President approves the arrangement in advance.
2. Supervisors should maintain a copy of the agreement in departmental records and send a copy to Human Resources at humanresources@nnmc.edu.
3. A hybrid employee's off-site work should be limited to no more than two full work days per week. Exceptions must be approved by the Vice President/President.

4. **College Property and Data Security**

Reasonable steps must be taken to ensure that College property is used in compliance with the NNMC Remote Access Policy. This includes complying with all software licensing agreements. The security and confidentiality of College records must also be maintained. Sensitive data should not be placed on a personal computer or device, but instead should be accessed via secure remote access technology.

5. **Equipment Insurance**

College equipment and resources located at an alternate worksite are not automatically insured. Remote and hybrid employees may be required to sign a form acknowledging financial responsibility for College equipment damaged, stolen, or destroyed while in their possession. Remote and hybrid work employees are required to immediately report to their supervisors any damage to College equipment.

6. **Workers' Compensation**

Remote and hybrid employees are covered by workers' compensation for job-related injuries that occur in the course and scope of employment.

7. **Tax Implications**

Employees are responsible for addressing and resolving any questions about their ability to deduct expenses related to hybrid or remote work.

8. **Remote and Hybrid Workers**

1. Remote and hybrid workers must adhere to all College policies as outlined in the Staff Handbook.
2. Remote and hybrid workers must adhere to the agreed upon assigned work schedule. Northern New Mexico College operates in Mountain Standard or Mountain Daylight time. Employee-initiated changes to work schedules must be discussed and approved in advance by the supervisor.
3. Participation in meetings and one-on-ones is required via video or any other system determined by the College.
4. Remote and hybrid workers must be available via phone, email, or video conferencing and must respond promptly to all communication. Each department should establish protocols for the expected time period in which to respond to phone calls and email correspondence whether remote or on campus.

5. Remote and hybrid workers are encouraged to have a dedicated workspace with a desk or area where work will be performed.
6. Remote and hybrid workers are expected to maintain the same security procedures at home that are required by the College and that they employ at Northern, including, but not limited to, the use of locked file cabinets, password maintenance, and any other appropriate security measures as determined by the College.
7. Remote and hybrid workers must notify their supervisor immediately if there is an internet outage or if there are connectivity issues that affect the ability to work. If the issues cannot be resolved, the employee may be required to come into the office or to use annual leave if the ability to work is affected for a time period greater than four (4) hours.