

Flexible Work Policy

Purpose:

The purpose of this policy is to maintain a productive flexible work environment. NNMC will continue to prioritize the educational and service needs of our students and offer a flexible hybrid model of in-person and virtual instruction and services. The Flexible Work Policy ensures that both the employee and supervisor have a shared understanding of the work plan.

Policy:

NNMC will consider flexible work arrangements as a viable work option when appropriate for a position and when both the employee and the job description align for such an arrangement. Flexible work arrangements may be appropriate for some employees and jobs, but not for others.

Flexible work arrangements include altered work schedules, remote work, and hybrid remote work. When evaluating a flexible work request, supervisors should consider the specific position requirements, the impact on the office or department, the employee's performance, and whether the employee can effectively perform the duties of the position on the flexible work arrangement.

Flexible work arrangements must not present an impediment for the College, staff, students, or faculty. For instance, additional work cannot be imposed upon others as a result of remote working arrangements for an individual. Flexible work arrangements are not an employee right or benefit.

Expectations for timely completion of work and other performance criteria are the same for the employee, including those on a flexible work plan. Employees may be permitted to work flexible schedules if the Supervisor, Director, or Vice President/President approves the schedules in advance. Regular hours of operation are 8:00 a.m. to 5:00 p.m. and must be maintained by most departments. Supervisors must approve each individual work schedule, in advance. Supervisors are responsible for maintaining efficiency and continuity of operations, and this responsibility is the primary consideration in addressing flexible work schedules.

Flexible work arrangements will not be appropriate for every position at the College. All flexible work agreements will be made on a case-by-case basis. When appropriate, accommodations will be considered according to ADA standards for documented medical or disability needs. The employee, the Supervisor, and the Vice President/President must sign a formal Flexible Work Agreement in advance before beginning any flexible work arrangement.

When establishing flexible schedules for nonexempt employees, supervisors should consult with Human Resources to ensure compliance with the Fair Labor Standards Act (FLSA).

Employees engaged in flexible work arrangement must agree to comply with College rules, policies, practices, and instructions and understand that violation of such may result in the revocation of the flexible work arrangement or disciplinary action, up to and including termination. Employees engaged in a flexible work arrangement will be subject to all NNMC policies and procedures, including those relating to performance and productivity, impairment, conduct, information security, and data protection. In the event that College offices are closed due to weather or an emergency and

work can proceed at Employee's remote site, employees are not excused from working. For additional information regarding expected conduct for flexible arrangement workers and etiquette standards for virtual meetings, see the NNMC Guidelines for Video Conferencing and the Flexible Work Guidance document.