

Subject: Alternative Work Arrangements

1. Purpose	2
2. Policy	2
2.1. Telework.....	3
2.2. Alternative Work Schedules	7
2.2.1. Compressed Workweeks	8
2.2.2. Flexible Work Hours	10
2.3. Evaluation.....	10
3. Responsibilities.....	10
4. Procedures	11
4.1. General.....	11
4.2. Telework.....	11
4.2.1. Determining Eligibility of a Position for Telework.	11
4.2.2. Determining the Eligibility of an Employee for Telework.	12
4.2.3. Establishing a Telework Arrangement.	13
4.2.4. Temporary Telework Arrangement.	14
4.3. Alternative Work Schedules	14
4.3.1. Determining Eligibility of a Position for an Alternative Work Schedule.	14
4.3.2. Establishing a Flexible Work Hours Arrangement.....	15
4.3.3. Establishing a Compressed Workweek Arrangement.....	16
4.4. Evaluation.....	18
5. Definitions.....	18
6. References	19
7. Review Periodicity and Responsibility	19
8. Effective Date and Approval	19
9. Review and Revision History	19
Appendix A: Telework Eligibility Determination Worksheet	
Appendix B: Telework Agreement	
Appendix C: Alternative Work Schedule Agreement	

1. Purpose

This policy implements the Commonwealth's telecommuting ("telework") and alternative work schedule policy required by the *Code of Virginia* (§ 2.2-203.1 and § 2.2-2817.1) and policies of the Virginia Department of Human Resource Management (1.25 – Hours of Work and 1.60 – Telework).

The *Code of Virginia* (§ 2.2-2817.1) requires that "...the head of each state agency shall establish a telecommuting and alternative work policy under which eligible employees of such agency may telecommute, participate in alternative work schedules, or both, to the maximum extent possible without diminished employee performance or service delivery."

2. Policy

Tidewater Community College is committed to providing ready access to its services by the public, students, faculty, and staff. Therefore, this policy sets forth guidelines for the use of three types of alternative work arrangements within the limits of operational efficiency and effectiveness.

Each alternative work arrangement delineated in this policy will operate under the principle that its implementation: (1) will not interrupt service to the college's internal and external constituents, (2) will promote efficient college operations, and (3) will not reduce employee efficiency.

This policy applies to the college's classified staff and wage (hourly) employees, as well as to its administrative and professional faculty. By the very nature of their job responsibilities, teaching faculty typically work other than what might be considered a standard work schedule.

This policy is intended to be work-centric—i.e., decisions to alter the work schedule of one or more positions are to be made based on sound business rationale considering the specific responsibilities of each position as they relate to the college's operations and service to constituents. However, once a specific position is identified as eligible for an alternative work arrangement, consideration should be given to the ability of the incumbent employee to successfully work under the alternative arrangement. Employee characteristics indicative of success often include:

- the ability to work productively on one's own;
- thorough knowledge of position responsibilities;
- above average performance record;
- good organizational and time management skills;
- effective communication skills;
- honesty and dependability; and
- self-motivation and flexibility.

The assignment of an alternative work arrangement will not result in a change in the employee's compensation and benefits. Nor will such an arrangement be the cause of an employee exceeding a 40-hour work week.

The three types of alternative work arrangements and the guidelines for their application are delineated below.

2.1. Telework

Tidewater Community College promotes telework as a means of achieving administrative efficiencies, reducing traffic congestion and commuting costs, and sustaining the hiring and retention of a highly qualified workforce by enhancing work/life balance. To effect this policy, supervisors will designate and approve specific positions for scheduled or intermittent telework within the parameters of the following criteria.

1. Typically, positions that do not require a physical presence at the central workplace or a high degree of face-to-face interaction are best suited for teleworking. Activities most suitable for teleworking can include, but are not limited to:
 - a. work that requires thinking and writing;
 - b. data analysis;
 - c. reviewing grant applications;
 - d. writing reports;
 - e. telephone-intensive tasks, such as setting up a conference, obtaining information, following up on participants in a study; and
 - f. computer-oriented tasks, such as programming, web page design, date entry, or word processing.
2. The following broad categories of positions are ineligible for telework. Not being listed below does not establish eligibility for telework.
 - a. college management (President's Executive Staff and their direct reports);
 - b. positions with primary responsibilities that require a physical presence at the central workplace, either to accomplish the required work or to provide face-to-face customer service, examples include, but are not limited to:
 - Administrative & Office Specialists with the following working titles:
 - Switchboard Operator
 - Administrative Assistant
 - Cashier Office Supervisor
 - Assistant Cashier Office Supervisor
 - Cashier
 - Courier

- Counselors (professional faculty and classified staff)
 - Education Support Specialists with the following working titles:
 - Administrative Assistant
 - Admissions Assistant
 - Enrollment Services Advisor or Specialist
 - Financial Aid Advisor
 - Testing Center Manager
 - Housekeeping Managers
 - Housekeeping Workers
 - Information Technology Specialists with the following working titles:
 - Computer Installation & Repair Technician
 - Lab Manager
 - Librarians (professional faculty)
 - Library Specialists (classified staff)
 - Media Specialists – Audiovisual Services Supervisors
 - Printing Managers and Technicians
 - Store & Warehouse Specialists
 - Trades Technicians
 - Trainer & Instructors with the following working titles:
 - Instructional Assistant
 - Lab Assistant
 - Tutoring Center Manager
 - Warehouse Managers
3. Telework assignments do not change the conditions of employment or required compliance with policies.
 4. Telework may be established as a condition of employment, based on the college's business needs. In such cases, this requirement will be included when the position is advertised and in correspondence offering employment.
 5. The total number of hours that an employee is expected to work will not change, regardless of work location. Employees agree to apply themselves to their work during work hours.
 6. The supervisor must ensure that procedures are in place to document the work hours of an employee in a telework arrangement, in particular ensuring compliance with the Fair Labor Standards Act.
 7. Telework is not intended to serve as a substitute for child or adult care. If children or adults in need of primary care are in the alternate work location

during the employee's work hours, some other individual must be present to provide the care.

8. The supervisor may require the employee to report to the central workplace as needed for work-related meetings or other events or may meet with employee in the alternate work location as needed to discuss work progress or other work related issues.
9. Telework is not intended to be used in place of leave, including sick leave, Family and Medical Leave, leave used under the Virginia Sickness and Disability Program, Workers' Compensation leave, or other types of leave. The college may determine that it is appropriate to offer telework arrangements as an opportunity for partial or full return to work based on this policy and the criteria normally applied to decisions regarding the approval of telework.
10. The college may provide equipment and materials needed by employees to effectively perform their duties under the conditions delineated below. In cases where full-time telework is a condition of employment, the college should provide the necessary equipment, software, and materials. When a position is being contemplated for full-time telework as a condition of employment, the Vice President for Information Systems shall be consulted regarding equipment, software, and telecommunications support that may be required for the position.
 - a. College-owned or issued equipment may be used only for authorized state purposes by authorized employees.
 - b. Employees are responsible for protecting College-owned or issued equipment from theft, damage and unauthorized use.
 - c. College-owned or issued equipment used in the normal course of employment will be maintained, serviced, and repaired by the college.
 - d. For each telework arrangement in which the college provides equipment, the Vice President for Information Systems will stipulate who is responsible for transporting, installing, and maintaining the equipment, and for returning it to the college for repairs or service.
11. Where telework agreements specify, employees may be authorized to use their own equipment. When employees are authorized to use their own equipment:
 - a. the college will not assume responsibility for the cost of equipment, software, repair, or service; and
 - b. compliance with the Virginia Information Technologies Agency's (VITA) Information Technology Standard "Use of Non-Commonwealth Computing Devices to Telework". (SEC511-00) (07/01/2007) must be assured.
12. The college will not assume responsibility for operating costs, home maintenance, or other costs incurred by employees in the use of their

homes or other alternate work locations for telework. The college may use appropriated funds for telework costs as described below if there is a business need and funding permits:

- a. installation and basic telephone service in employee's alternate work location;
 - b. cell phones or personal digital assistants (PDAs) for business use—if not provided, the college may reimburse employees for business-related long distance calls made from their personal telephones; or
 - c. Internet access and related services by using technologies such as cable modem, cellular service (including Broadband Air Cards), Digital Subscriber Line (DSL), Fiber-Optic cable (FIOS), Integrated Services Digital Network (ISDN), Satellite data service, Wireless Fidelity (Wi-Fi), Worldwide Interoperability for Microwave Access (WiMAX), dial-up modem access, etc.
13. Employees must safeguard the college's information used or accessed while teleworking. Supervisors will comply with the college's policies and procedures for IT security and for protecting personal non-public information when granting permission for employees to work on restricted-access information or materials at alternate work locations. Employees must agree to follow all applicable security procedures in order to ensure confidentiality and security of data.
14. Each telework assignment will be formalized in a written agreement, finalized only after the college's Director of Human Resources' review and approval. The agreement will be reviewed annually to ensure that it remains relevant and not in need of modification or termination. The agreement will include the elements and conditions listed below:
- a. the duration of the agreement, including the date of annual review;
 - b. the work schedule and how it can be changed;
 - c. how leave is to be requested and approved by the supervisor;
 - d. the status of the employee during emergencies or weather-related closings affecting the central workplace or alternate work location;
 - e. how routine communication between the employee, supervisor, co-workers, and constituents will be handled;
 - f. the employee's performance plan/expectations;
 - g. the equipment and/or supplies that will be used, and who is responsible for providing and maintaining them;
 - h. the requirement that college-provided equipment and supplies are to be used for business purposes only, and that the supervisor must be notified immediately when such equipment malfunctions;
 - i. any applicable data security procedures;

- j. compliance with all state and colleges rules, policies, practices, and instructions;
 - k. the requirement that the employee notify the supervisor immediately of any situation that interferes with the employee's ability to perform assigned duties and responsibilities;
 - l. that the supervisor must be afforded access to the alternate work location during the employee's work schedule;
 - m. the obligation of the employee to confirm that the alternate work location is free from hazards and to maintain safe work conditions and practice appropriate safety habits in the alternate work location;
 - n. the requirement that the employee notify the supervisor immediately of any injury incurring while working;
 - o. the employee's agreement to assume the risk for damages to real or personal property or physical injury resulting from participation in the telework program; and
 - p. the employee's assumption of responsibility for the security of information, documents, and records in his/her possession or used while teleworking and agreement to not take restricted-access material to the alternate work location without the written consent of the supervisor.
15. The college may terminate the telework agreement at its discretion. Although advance notice is not required, the supervisor should attempt to give the employee advance notice if a decision is made to terminate the agreement.
16. Prior to entering into a telework agreement, the supervisor and prospective teleworker shall complete training on this policy and the successful and appropriate use of telework arrangements.

2.2. Alternative Work Schedules

Tidewater Community College will authorize alternative work schedules, i.e., other than the standard workweek, in situations where such arrangements will not adversely affect service to the college's internal or external constituents and where one or more of the following potential advantages will be achieved:

- 1. expanded hours of operation;
- 2. increased productivity due to less interference or distraction;
- 3. reduced commuting costs;
- 4. increased morale and personal commitment to the college;
- 5. enhanced employee recruitment and retention;

6. increased effectiveness or efficiency in managing the college's space, equipment, or parking;
7. decreased energy use at the college;
8. reduced campus traffic congestion, especially at the start and end of the day; or
9. decreased fuel consumption and other environmental impacts of driving.

Many of TCC's position types can be eligible for some form of alternative work schedule. In identifying specific positions that may be eligible for an alternative work schedule, supervisors should thoroughly analyze position descriptions, responsibilities, and how the position's work is performed. Consideration should also be given to the degree to which the position's presence is required during the college's core public service hours—8:30 AM to 5:00 PM, Monday through Friday. Appropriate positions may be those that:

1. can be accomplished by more than one employee;
2. require limited customer or co-worker interaction;
3. do not include supervision of others;
4. do not require access to equipment or files unavailable during non-business hours;
5. can be accomplished through independent work; and
6. can be evaluated by specific measurable outputs.

Each alternative work schedule assignment will be formalized in a written agreement, finalized only after the college's Director of Human Resources' review and approval. The agreement will be reviewed annually to ensure that it remains relevant and not in need of modification or termination. The agreement will include the following elements and conditions:

1. the alternative work schedule and how it might be changed;
2. the duration of the agreement/schedule;
3. how leave and holidays will be managed; and
4. how emergency or weather-related closings will be managed.

In general, TCC supervisors may authorize two types of alternative work schedules—compressed workweeks and flexible work hours.

2.2.1. Compressed Workweeks

Organizational units within TCC may establish work schedules that allow full-time employees to observe four (4) ten-hour work days within a seven-day period under the terms described below, while ensuring that

neither employee performance nor the delivery of service to the college's constituents is diminished.

1. Whether to establish a compressed workweek schedule for an individual employee or workgroup will be determined at the organizational unit level with the approval of the responsible member of the President's Executive Staff. The determination will be based on the organizational unit's operational requirements.
2. For campus-based employees, including those reporting to a college vice president (e.g., learning resources centers, business offices, facilities, etc.), the "organizational unit" shall be the campus. Within a college-wide division or directorate, the definition of "organizational unit" shall be determined by the responsible Executive Staff member.
3. Recognizing the organizational distinctions among the college's four campuses, implementation of alternative work schedules need not be uniform across the campuses. However, campus offices that provide services to the public, including students, shall maintain the college's operating hours as published in the class schedule book and on the college's website.
4. When an organizational unit head determines that the unit will establish compressed workweek schedules, s/he will designate which positions meet the eligibility criteria to participate.
 - a. Operational requirements may dictate that not all positions in the organizational unit will be assigned a compressed work schedule.
 - b. Operational requirements may dictate that there are certain periods of time in the college calendar when the organizational unit will suspend its compressed workweek schedules. The organizational unit head should identify those periods to the affected employees sufficiently in advance to permit them to make the necessary arrangements.
5. Employees serving in positions designated as eligible to participate may decline participation.
6. Individual employee participation will be documented in writing and approved by the organizational unit head with a copy provided to the Director of Human Resources.
7. An employee opting to participate may revert to a five-day workweek only after providing sufficient notice to the organizational unit head to permit changing work schedules as necessary.

8. The responsible Executive Staff member or an organizational unit head may terminate that unit's or an individual employee's four-day workweek.
9. Use of accrued leave for employees participating in the program shall correspond to the scheduled workday, i.e., an employee working a ten-hour day who takes a vacation day will be charged ten hours of leave.
10. State holidays each count as eight (8) hours of holiday leave.
 - a. Thus, an employee whose ten-hour work day falls on an observed holiday will need to work an additional 2 hours in that work week in order to achieve 40 hours.
 - b. And an employee who is not scheduled to work on an observed holiday may take the 8 hours of holiday time over the course of the pay period.

2.2.2. Flexible Work Hours

The normal workday at Tidewater Community College runs from 8:30 a.m. to 5:00 p.m., Monday through Friday. Supervisors are encouraged to consider flexible work hours—arriving and departing at other than the normal workday times—for particular positions where such arrangements will not adversely affect the organizational unit's operations, diminish employee performance, or interrupt service to the college's internal or external constituents.

2.3. Evaluation

The Vice President for Administration shall develop guidelines for an annual evaluation of the alternative work arrangements established by this policy and, in consultation with the other members of the President's Executive Staff, shall evaluate each annually in March. The reports of those evaluations will be presented to the President and Executive Staff not later than April 1 of each year, with recommendations regarding any modifications to each of the alternative work arrangements. The reports will include recommended percentage targets for the number of positions eligible for alternative work schedules and for telework.

3. Responsibilities

The Vice President for Administration shall develop and promulgate procedures to implement the policy delineated above. The Vice President for Finance shall develop and promulgate procedures for reimbursement of telework expenses that are consistent with the policies established by the Department of Accounts.

4. Procedures

Although many of TCC's programs, operations, and services are normally performed on college premises and require the presence of employees at the central work place during the core service hours of 8:30 a.m. to 5:00 p.m., members of the President's Executive Staff have the authority to designate positions eligible for telework or alternative work schedules. While alternative work arrangements may meet the needs of both the college and the employee, TCC management has the sole discretion to determine when such an arrangement is appropriate. In certain cases a telework arrangement could be considered a reasonable accommodation for an employee with a disability covered under the Americans with Disabilities Act (ADA). (Contact TCC Human Resources for more information.)

4.1. General

1. The *Code of Virginia* requires each state agency to establish a telework and alternative work schedule policy under which eligible positions may be designated as being eligible for telework for all or part of their workweek or for an alternative work schedule in order to promote general work efficiencies.
2. Annually, by June 15, each member of the President's Executive Staff shall review the classified and administrative & professional faculty positions in his/her area to determine those which are eligible for telework or alternative work schedules. The results of this review will be reported to the Director of Human Resources who will insure that such positions are accurately categorized in the state's personnel database.
3. Annually, by July 1, each member of the President's Executive Staff shall report to the Director of Human Resources those employees who are participating in telework or an alternative work schedule. The Director will insure that such positions are accurately reported in the state's personnel database.
4. In the event that the decision is made to change a position's eligibility or an employee's participation during the course of the year before the next reporting cycle is due, such change shall be reported to the Director of Human Resources who will insure that the change is made to the state's personnel database in a timely manner.

4.2. Telework

4.2.1. Determining Eligibility of a Position for Telework.

- a. The college's Policy on Telework and Alternative Work Schedules identifies broad categories of positions that are not eligible for telework.
- b. For those positions not included among the broad categories that are ineligible for telework, each supervisor and the respective Executive

Staff member will complete Part A of the attached Telework Eligibility Determination Checksheet to determine the position's eligibility.

- c. The completed Part A of the Telework Eligibility Determination Checksheet will be forwarded to the Director of Human Resources who will review the determination for compliance with college policy and record the determination in the appropriate state and college personnel databases.
- d. In the event that a change in the position's job responsibilities takes place, the determination of its eligibility for telework will be reassessed and Part A of the Telework Eligibility Determination Checksheet completed and submitted to the Director of Human Resources with the modified Employee Work Profile or Position Description for the position.

4.2.2. Determining the Eligibility of an Employee for Telework.

- a. The supervisor of a position that is eligible for telework should assess the incumbent employee's ability to perform successfully in such an arrangement. Typical characteristics of a successful teleworker include:
 - ability to work independently without close supervision—i.e., the ability to deal with periods of isolation from the supervisor and co-workers;
 - willingness to work alone;
 - strong and proven communication skills; and
 - ability to manage time effectively.
- b. The supervisor should also assess his/her own ability to manage a telework arrangement successfully. Typical characteristics of a successful telework manager include:
 - experienced in a managerial capacity and administering policies;
 - strong communication skills;
 - understanding of the meaning of telework; and
 - willing to manage someone "unseen."
- c. For each position determined to be eligible for telework, the supervisor and the respective Executive Staff member will complete Part B of the attached Telework Eligibility Determination Checksheet to determine the employee's eligibility.
- d. The completed Part B of the Telework Eligibility Determination Checksheet will be forwarded to the Director of Human Resources who will review the determination for compliance with college policy and record the determination in the appropriate state and college personnel databases.

- e. With each change of employee or supervisor in the relationship, the determination of the employee's eligibility for telework will be reassessed and Part B of the Telework Eligibility Determination Checksheet completed and submitted to the Director of Human Resources. The approval of an employee for telework does not mean that another employee who later may fill that same position will be authorized for a telework arrangement.
- f. An employee whose position undergoes a change in responsibilities or who is reassigned to a different position may not necessarily continue to be eligible for a telework assignment.

4.2.3. Establishing a Telework Arrangement.

- a. If the supervisor and employee agree that a telework arrangement is appropriate, the supervisor shall submit a written justification of "business need" to the respective member of the President's Executive Staff. A telework arrangement must not result in a decrease in employee productivity or an increase in the cost of business operations, such as cost of insurance, equipment, or managing the offsite employee. It is preferable that telework arrangements result in a measurable cost savings, such as a reduction in space needs or an increase in employee productivity. Considerations in establishing a "business need" may include, but are not limited to the following—note that an employee requesting to work at home or elsewhere is not a sufficient "business need":
 - increased productivity;
 - lower operating costs;
 - increased employee morale;
 - reduced cost associated with employee recruitment and retention;
 - improved Continuity of Operations (COOP) capability;
 - accommodation of persons with disabilities who might not be able to work at your facility otherwise; and
 - community concerns—e.g., traffic mitigation, congestion management, and environmental conditions.
- b. If the respective member of the President's Executive Staff concurs with the justification for establishing a telework arrangement, the employee and supervisor will complete telework training provided by the Office of Human Resources. An employee or supervisor who has completed the telework training in his/her current position at TCC within the previous five years will be considered to have met this requirement.
- c. The telework arrangement will be documented using the attached Telework Agreement and submitted to the Director of Human

Resources who will review the agreement for compliance with college and state policies and record the assignment to telework in appropriate state and college personnel databases.

4.2.4. Temporary Telework Arrangement.

On occasion, a department may determine that employees need to work at alternate worksites for a few days to accommodate unusual circumstances, such as a brief office closing for renovations or relocation. In such cases, the formal telework agreement is not required, but should be documented for department files by memorandum email, specifying work expectations and duration of the alternate work arrangement.

4.3. Alternative Work Schedules

In general, TCC supervisors may authorize two types of alternative work schedules: flexible work hours and compressed workweeks.

4.3.1. Determining Eligibility of a Position for an Alternative Work Schedule

- a. The college's normal work schedule is defined as 8:30 a.m. to 5:00 p.m., Monday through Friday. A position that regularly works under a different schedule is considered to be on an alternative work schedule.
- b. In some cases, in order to support the college's operating schedule, certain positions (e.g., learning resources center staff, facilities maintenance and custodial staff, etc.) are required to observe work hours other than the normal work schedule.
- c. Many of the college's positions may be eligible for alternative work schedules. In general, positions with the following characteristics should be considered eligible for alternative work schedules:
 - can be accomplished by more than one employee;
 - require limited customer or co-worker interaction;
 - do not include supervision of others;
 - do not require access to equipment or files unavailable during non-business hours;
 - can be accomplished through independent work; and
 - can be evaluated by specific measurable outputs.
- d. Annually, by June 15, each member of the President's Executive Staff will review the positions in his/her area and identify those eligible for alternative work schedules. The eligibility status of each position will be reported to the Director of Human Resources who will

insure that the status is accurately recorded in the appropriate state and TCC personnel databases.

- e. In the event that a change in the position's job responsibilities takes place, the determination of its eligibility for an alternative work schedule will be reassessed and reported to the Director of Human Resources with the modified Employee Work Profile or Position Description for the position.

4.3.2. Establishing a Flexible Work Hours Arrangement

- a. Where feasible without adversely affecting the organizational unit's operations or service to the college's internal and external constituents, supervisors are encouraged to permit employees desiring to do so to alter their work hours by arriving and departing at times other than those defined as "normal."
- b. To establish a flexible work hours schedule, the employee, supervisor, and respective Executive Staff member shall complete the Alternative Work Schedule Form, providing the original to the Director of Human Resources and maintaining a copy in the department personnel file. The Director of Human Resources will review the Alternative Work Schedule Form for compliance with college and state policies and record the assignment to an alternative work schedule in appropriate state and college personnel databases. Establishing a flexible work schedule shall not cause an employee to exceed 40 work hours in any seven-day period.
- c. Should the supervisor determine that the flexible work hours arrangement is not providing adequate support to the organizational unit's operating requirements or is adversely affecting the service provided to the college's internal or external constituents, the employee will be notified immediately that s/he will be returned to a normal work schedule at the earliest opportunity. In determining the timing of returning the employee to a normal work schedule, the supervisor should consider personal arrangements that the employee may have made to accommodate the flexible work schedule.
- d. The employee may request to return to the college's normal work schedule or to alter the work hours to another flexible work hours schedule. The employee's request will be approved if the supervisor determines that it can be accommodated without adversely affecting the organizational unit's operating requirements or the service provided to the college's constituents.
- e. Upon returning to a normal work schedule or modifying a flexible work schedule, the employee and supervisor will complete an Alternative Work Schedule Form, providing the original to the Director

of Human Resources and maintaining a copy in the department/division personnel file.

4.3.3. Establishing a Compressed Workweek Arrangement

- a. As stipulated in the college's Policy on Alternative Work Arrangements, the "organizational unit" for campus-based employees, including those reporting to a college vice president (e.g., learning resources centers, business offices, facilities, etc.), the "organizational unit" is the campus. Thus, the Campus Provost is the organizational unit head. Within a college-wide division or directorate, the definition of "organizational unit" shall be determined by the respective member of the President's Executive Staff.
- b. When an organizational unit head determines that the unit's operational requirements are compatible with compressed workweek schedules—i.e., four (4) ten-hour workdays in each seven-day workweek—for some or all employees in the unit, s/he will submit a request to do so via any intermediate supervisor(s) to the respective member of the President's Executive Staff. At a minimum, the request will include the following elements:
 - The unit's operational requirements considered in the determination to participate.
 - A work schedule demonstrating how the unit's operational requirements will be met while participating in the pilot program.
 - Any impact on the services provided to the college's internal or external constituents.
 - Identification of any full-time employees in the unit who will not be eligible to participate in the alternate work schedule program and the reason(s) for exempting those employees.
 - Identification of any periods of time in the college calendar when the organizational unit will suspend its participation in the pilot program.
 - Identification of any specific days of the week when all members of the organizational unit will be required to be at work to facilitate activities requiring all or most of the unit's members.
 - Criteria (e.g., loss of one or more employees in the unit) that will trigger a suspension or termination of the unit's participation in the pilot program.
- c. Intermediate supervisor(s) will review the unit head's request to establish compressed workweek schedules and forward it and a recommendation regarding its approval to the respective Executive Staff member.

- d. The respective Executive Staff member will review the unit head's request and the recommendation(s) of any intermediate supervisor(s) and approve, deny, or request modification to the unit's proposed plan.
- e. Upon approval of the request to establish compressed workweek schedules by the respective Executive Staff member, the organizational unit head will determine which of the employees identified as eligible to participate elect to do so.
 - Each employee electing to work a compressed workweek will complete the attached Alternative Work Schedule Form indicating the days and hours s/he will work each week and submit the form to his/her supervisor. The Alternative Work Schedule Form will be completed by the supervisor, any intermediate supervisor(s), and the respective member of the President's Executive Staff and forwarded to the Director of Human Resources.
 - The Director of Human Resources will review the Alternative Work Schedule Form for compliance with college and state policies and record the assignment to an alternative work schedule in appropriate state and college personnel databases.
 - If the number of employees electing to participate is insufficient to support the organizational unit's plan to meet its operational requirements, the unit head will terminate participation and advise the respective Executive Staff member.
- f. Employees working under a compressed workweek schedule shall clearly indicate on any request for leave or report of leave taken the appropriate number of hours based on the workday each is scheduled to work.
- g. Should circumstances dictate that the organizational unit's participation—or that of an individual employee—be suspended or terminated, the unit head will notify the respective Executive Staff member and the Director of Human Resources.
 - The return to normal five-day workweeks will be effected such that no employee will be required to work more than 40 hours in a seven-day period.
 - If the circumstances of the termination or suspension dictate that one or more employees work more than 40 hours in a seven-day period and the employee(s) agree to doing so, the overtime will be scheduled/worked only with the prior concurrence of the responsible Executive Staff member.

4.4. Evaluation

Annually in March, the Vice President for Administration shall collect data, including number of employees and rate of participation in each of the alternative work arrangements, from each member of the President's Executive Staff. Using those data, he will provide a quantitative and qualitative evaluation to the President and her Executive Staff not later than April 1. The report will include recommendations regarding any modifications to each of the alternative work arrangements. The reports will include recommended percentage targets for the number of positions eligible for alternative work schedules and for telework.

5. Definitions

Alternative Work Arrangement. An arrangement in which the employee regularly works a schedule that differs from the college's standard workweek or at an alternate work location or both.

Alternate Work Location. Approved work sites other than the employee's central workplace where official state business is performed. Such locations may include, but are not necessarily limited to, employees' homes and satellite offices.

Alternative Work Schedule. Schedules that differ from the standard 40-hour workweek schedule, if such schedules are deemed to promote efficient college operations. Alternative work schedules may include, but are not limited to, four 10-hour days, rotational shifts, flexible hours, and job sharing.

Central Workplace. An employer's place of work where employees normally are located. (For TCC, the campus or other college location to which the employee is assigned is considered the central workplace for that employee.)

Intermittent Teleworker. An employee who, under written agreement with his/her supervisor, performs his/her usual job duties in an alternate work location without a specific telework schedule.

Standard Workweek. The regular workweek for full-time positions, which consists of a five-day, 40-hour per week schedule for every seven calendar-day period.

Telework. A work arrangement in which supervisors direct or permit employees to perform their usual job duties away from their central workplace.

Teleworker. An employee who, under formal agreement with his/her supervisor, performs his/her usual job duties in an alternate work location with or without a specific telework schedule *at least one day per week or at least 32 hours per month.*

Work Agreement. The required, written agreement between the supervisor and employee that details the terms and conditions of an employee's work away from his or her central workplace.

Work Schedule. The employee's regularly scheduled hours of work in the central workplace and/or in alternate work locations.

6. References

[TCC Classified Employee Handbook](#)

[TCC Full-Time Faculty Handbook](#)

[Virginia DHRM Policy 1.25 Hours of Work](#)

[Virginia DHRM Policy 1.61 Telework](#)

[Code of Virginia § 2.2-203.1](#)

[Code of Virginia § 2.2-2817.1](#)

7. Review Periodicity and Responsibility

The Vice President for Administration shall review this policy at the first anniversary of its approval and, if necessary, recommend revisions.

8. Effective Date and Approval

This policy is effective upon its approval by the College President on October 23, 2008.

Policy Approved:

[Deborah M. DiCroce](#)

President

Procedure Developed:

[Franklin T. Dunn](#)

Vice President for Administration

9. Review and Revision History

This is the first version of this policy.

APPENDIX A
TIDEWATER COMMUNITY COLLEGE
TELEWORK ELIGIBILITY DETERMINATION CHECKSHEET

This form is adapted from the checksheet developed by the Virginia Department of Human Resource Management (DHRM).

Part A of this form will be completed for all positions not included among the broad categories of positions identified as ineligible for telework in the college's Policy on Alternative Work Arrangements. Part B will be completed only for positions determined to be suitable for telework.

PART A. This part is used to determine whether a position is eligible for telework based on the nature of its responsibilities.

Position No.	
Role Title	
Working Title	
Campus or District Division	
Department	

POSITION ELIGIBILITY CONSIDERATIONS	ELIGIBILITY LIKELIHOOD			
	MORE		LESS	
Consider the Purpose of the Position and the nature of work to be performed as described in the EWP or PD. Is it primarily information or service-based?	<input type="checkbox"/> YES		<input type="checkbox"/> NO	
Do any of the Core Responsibilities included in the EWP require that the work be performed on site? If Yes, is that a reasonable requirement and approximately how much time is devoted to those responsibilities?	<input type="checkbox"/> NO		<input type="checkbox"/> YES	
How much time does the employee spend at the primary work site?	0%		50%	All
Does any of the work require ongoing access to equipment, materials, and files that can <i>only</i> be accessed at the work site? If Yes, how much?	<input type="checkbox"/> NO		<input type="checkbox"/> YES	
	_____ % of work			
How much time does the employee spend traveling, in meetings, or in the field?	All		50%	0%
How much face-to-face contact with colleagues and customers is required?	None		Some	Much
How much of the work is portable?	All		50%	0%

**Tidewater Community College
Alternative Work Arrangements
Appendix A**

POSITION ELIGIBILITY CONSIDERATIONS	ELIGIBILITY LIKELIHOOD		
	MORE		LESS
Is the employee currently assigned a lap top or any other portable media?	<input type="checkbox"/> YES		<input type="checkbox"/> NO
If Yes, when and how often is it used?	When:		
	Always	Some	Little
How reliant is this position on computer technology to accomplish its objectives?	Much	Some	None
Does this position require travel? If Yes, consider the extent to which travel is required.	<input type="checkbox"/> YES		<input type="checkbox"/> NO
	Much	Some	Little
And is the employee equipped with mobile media during these times?	<input type="checkbox"/> YES		<input type="checkbox"/> NO
Does the nature of the work require that the employee work and resolve routine problems independently?	<input type="checkbox"/> YES		<input type="checkbox"/> NO
DECISION			
Position is suited for full-time telework assignment.	<input type="checkbox"/> YES		<input type="checkbox"/> NO
Position is suited for part-time or occasional telework assignment.	<input type="checkbox"/> YES		<input type="checkbox"/> NO
Position is suited for telecommuting assignments during emergencies.	<input type="checkbox"/> YES		<input type="checkbox"/> NO
Position is not eligible for telecommuting	<input type="checkbox"/>		
Supervisor:			
	Printed Name	Signature	Date
Executive Staff Member:			
	Printed Name	Signature	Date
Director of Human Resources:			
	Printed Name	Signature	Date

If the position is considered suitable for telework, continue this form to complete Part B. If the position is determined to be ineligible for telework, submit only Part A to the Director of Human Resources.

**Tidewater Community College
Alternative Work Arrangements
Appendix A**

PART B. If the position has been determined to be suitable for telework, this part is used to determine whether the incumbent employee is capable of successfully performing his/her responsibilities in a telework arrangement given the employee's and supervisor's characteristics.

Employee Name	
EmpID No.	
Position No.	
Role Title	
Working Title	
Campus or District Division	
Department	

ELIGIBILITY CONSIDERATIONS	ELIGIBILITY LIKELIHOOD		
	MORE		LESS
EMPLOYEE CONSIDERATIONS			
How often is the supervisor needed to troubleshoot problems, answer questions, or provide direction?	None	Some	Much
Can this direction be provided over the phone or via email?	<input type="checkbox"/> YES		<input type="checkbox"/> NO
Does the employee have the technology that is required to work at home, including a computer and remote-access capability of sufficient speed?	<input type="checkbox"/> YES		<input type="checkbox"/> NO
If No, is the college prepared to provide it?	<input type="checkbox"/> YES		<input type="checkbox"/> NO
Does the employee have a complete understanding of his/her job and performance expectations?	<input type="checkbox"/> YES		<input type="checkbox"/> NO
If the employee is recently hired, has s/he worked at the central workplace a sufficient amount of time to understand the college's organization and his/her place in it.	<input type="checkbox"/> YES		<input type="checkbox"/> NO
Is the employee expected to work in a self-directed manner in the management of his/her time and work?	<input type="checkbox"/> YES		<input type="checkbox"/> NO
Does the employee regularly demonstrate that his/her approach to work is organized and dependable?	<input type="checkbox"/> YES		<input type="checkbox"/> NO
Does s/he regularly meet established deadlines?	<input type="checkbox"/> YES		<input type="checkbox"/> NO
SUPERVISORY CONSIDERATIONS			
Are you and this employee assigned to the same physical location now?	<input type="checkbox"/> NO		<input type="checkbox"/> YES
Would you describe yourself as a "hands-on" supervisor?	<input type="checkbox"/> NO		<input type="checkbox"/> YES

**Tidewater Community College
Alternative Work Arrangements
Appendix A**

ELIGIBILITY CONSIDERATIONS		ELIGIBILITY LIKELIHOOD		
		MORE		LESS
If so, how much is your style influenced by the nature of the work?		Much	Some	Little
How is the employee's work normally monitored to ensure that tasks are being completed? Can this approach work at a distance or be modified for successful telecommuting?		<input type="checkbox"/> YES		<input type="checkbox"/> NO
How do you normally intervene when the employee requests assistance or you think supervision will improve results? Does this always require face-to-face contact?		<input type="checkbox"/> NO		<input type="checkbox"/> YES
Does anyone else monitor the employee's work activities if you are absent from the workplace for a day, a week, or longer?		<input type="checkbox"/> YES		<input type="checkbox"/> NO
To what degree can your style of supervision/management of employees transition to an online scenario?		Much	Some	Little
DECISION				
Employee is suited for telework assignment.		<input type="checkbox"/> YES		<input type="checkbox"/> NO
Supervisor:				
	Printed Name	Signature		Date
Executive Staff Member:				
	Printed Name	Signature		Date
Director of Human Resources:				
	Printed Name	Signature		Date

APPENDIX B
TIDEWATER COMMUNITY COLLEGE
TELEWORK AGREEMENT

Section 1: GENERAL INFORMATION

The following constitutes an agreement between:

Supervisor: _____ (please print)

Employee: _____ (please print)

Employee Job Title: _____

Department: _____

Campus/Division: _____

FLSA Status: Non-exempt (Overtime eligible) Exempt

Check here if using an alternative work schedule as well as telework, such as compressed workweek or flexible work hours. Include the secondary alternative work schedule in the chart below.

Flexible Work Hours: indicate start and end times and days of the week in the chart below.

Compressed Workweek: indicate number of hours worked per day in the chart below and review Section 3.

Telework location: _____
Street Address City State ZIP

Telephone: _____

Is this location the employee's residence? Yes No

If this is not the employee's residence, describe the telework location: _____

Telework Schedule¹

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Hours
Week 1								
Week 2								
Week 3								
Week 4								

Note: Enter location and hours to be worked each day—location can be abbreviated (e.g., H (home)).

¹ In order to be considered official telework, the employee must work at an alternate work location at least one day per week or 32 hours per month.

Comments: _____

Note: Provide a brief overview of the proposed work arrangement including assignments/work responsibilities that will be completed at the telework site (attach a page if necessary). Describe how confidentiality of data (if applicable) will be maintained. Please include a copy of the current Employee Work Profile or Position Description.

Section 2: EMPLOYEE TERMS AND CONDITIONS

The employee volunteers to participate in TCC's alternative work arrangement program and agrees to adhere to the applicable guidelines. The supervisor recommends the employee's participation, and agrees to adhere to the applicable guidelines. The respective member of the President's Executive Staff recommends the employee's participation. The Director of Human Resources will audit the agreement for compliance with all relevant college and state policies as well as state and federal laws. The supervisor and employee will review the initial Telework Agreement after three (3) months, and, if necessary, revise the work arrangement.

A. Duration. This agreement will be valid beginning _____ and ending _____ (end date can be no longer than 12 months from the start date). At that time, both parties will participate in a review, which will result in continuation, modification, or termination of the agreement.

Date of 90-day review (required for initial agreement): _____

Date of initial agreement if this is a renewal: _____

Date of annual review/renewal: _____

B. Work Hours and Location. The employee's work hours, work location, and alternate work site telephone numbers (if applicable) are specified in Section 1 of this agreement.

C. Accessibility. The employee agrees to be as accessible as his/her on-site counterparts during the agreed upon business hours. The use of a pager or cell

phone alone does not automatically meet the accessibility requirement. The employee must be on site as necessary to attend meetings, training sessions, or similar events or occurrences.

- D. **Pay and Attendance**. All pay, leave, and benefits will be based upon the employee's official classification. Employee's time and attendance will be recorded as performing official duties of the official position classification. The employee remains responsible for accurate and timely completion of the timesheet.
- E. **Leave**. Employees must obtain supervisory approval before taking leave in accordance with established policy and office procedures. By signing this form, the employee agrees to follow established procedures for requesting and obtaining approval of leave.
- F. **Overtime**. The employee will continue to work in his or her current FLSA status while working at the alternate work site. If the employee works overtime that has been ordered and approved in advance, s/he will be compensated in accordance with applicable policy and regulations. The employee understands that the supervisor will not accept the results of unapproved overtime work and will act vigorously to discourage it. By signing this agreement the employee agrees that failing to obtain proper approval for overtime work may result in his or her removal from the Alternative Work Arrangement Program or other appropriate action.
- G. **Work Assignments**. The employee will meet with the supervisor on a regular and on-going basis to receive specific assignments and duties, to identify measurable outcomes and/or results, and to review work in progress as well as completed work. The employee is to complete all assigned work according to work procedures mutually agreed upon by the employee and the supervisor according to standard operating procedures.

The employee agrees to perform only officially assigned TCC duties during the approved telework schedule. The employee agrees to limit performance of official assigned duties to the central workplace or the alternate work location identified herein within the agreed upon hours. Failure to comply with this provision may result in nullifying the telework agreement and/or other appropriate disciplinary action.

- H. **Performance Evaluation**. The evaluation of the employee's job performance will be based upon current performance expectations and performance, standards that are consistent with the occupational series, and an evaluation of the outcomes/results as agreed upon between the employee and the supervisor. The employee must continue to perform at least at the level of a "Contributor" (classified) or "Very Good" (faculty-ranked) to continue in the Alternative Work Arrangement Program.
- I. **Alternative Work Arrangement Evaluation Participation**. The employee and supervisor agree to promptly complete and submit flexible work evaluation materials and to attend periodic group meetings as required by TCC.
- J. **State-owned equipment/assets**. Within the confines of restrictive budgets and the limited availability of equipment, in order to effectively perform assigned tasks, employees may be permitted to use TCC equipment at their alternate work locations

with the approval of their supervisors. TCC-provided equipment for the home is not an entitlement and will vary based upon the needs of a particular job or assignment. The employee agrees to protect TCC-provided equipment from damage and unauthorized use. The employee is responsible for transporting loaned equipment to/from Tidewater Community College for service and maintenance. All loaned equipment will be serviced and maintained by TCC. Note TCC-provided equipment in Section 4 of this agreement.

Equipment provided by the employee will be at no cost to TCC and will be maintained by the employee. Neither the college nor the department will be liable for damages to an employee's personal or real property during the course of performance of official duties or while using department equipment in the employee's residence.

In the event that equipment is temporarily inoperable, the teleworker and supervisor are to reach an understanding of whether the teleworker has other work assignments that can be completed without relying on the equipment or whether the teleworker is to report to the office.

The employee must return TCC-provided equipment upon the termination of the telework agreement in the same condition in which it was originally received, minus normal wear and tear. The employee is personally responsible for missing or damaged equipment.

K. Safety Confirmation. The employee confirms that the alternate work location is, to the best of his/her knowledge, free of recognized hazards that would cause physical harm (such as no frayed or loose electrical wires; clean, dry and level floor surfaces; phone lines and electrical cords are properly secured; etc.). The employee further confirms that, to the best of his/her knowledge, the space is free of asbestos-containing materials. If asbestos-containing materials are present, they are undamaged and in good condition.

The employee agrees to maintain safe working conditions in the alternate work location and to practice the same safety habits in the designated alternate work location as apply in his/her work location on TCC premises. TCC reserves the right to conduct a site visit to the alternate work location to determine that it is safe and free from hazards. Any inspection will occur within normal work hours and with at least 24-hours notice to the employee.

L. Reimbursement. TCC will not be responsible for operating costs, home maintenance, or any other incidental cost (e.g., utilities) whatsoever, associated with the use of the employee's residence. Reimbursable expenses, e.g., long distance phone or Internet service provider costs, and use of office supplies, will be discussed between the department and the employee. Reimbursement for authorized expenses will follow TCC and state accounting policies and procedures.

M. Worker's Compensation. The employee is covered under the Worker's Compensation Law for injuries suffered arising out of and in the course of performing official duties at the alternate work location during the set work hours, but must

immediately inform his or her supervisor and the Office of Human Resources, who are required to file the claim and may be required to investigate the incident.

- N. Records.** The employee will apply approved safeguards to protect TCC records from unauthorized disclosure or damage and will comply with the public record requirements. Work done at the alternate work location is considered official state business. All records, papers and correspondence must be safeguarded for their return to the official location. Release or destruction of any records should only be done at the official location according to appropriate regulations. Computerized files are considered official records and shall be similarly protected in accordance with TCC data security policies and procedures.
- O. Emergency Situations.** If there is an emergency and/or life-threatening event, the employee should notify his/her immediate supervisor. The employee agrees that important TCC telephone numbers, such as the name and telephone number of his/her immediate supervisor as well as the Office of Human Resources telephone number, are posted in a visible location at the alternate work location. The employee agrees to inform members of his/her household that it is necessary that his/her supervisor and the Office of Human Resources be contacted immediately in the event of a life-threatening emergency.
- P. Child/Elder/Dependent Care.** The teleworker is expected to manage dependent care or personal responsibilities in a way that allows him or her to successfully meet job responsibilities. Telework is not a substitute for child or other dependent care. It is expected that the employee is not providing child/dependent care during set work hours.
- Q. Income Tax Regulations.** Tax or other legal implications for the business use of the employee's home will be based on IRS and state and local government restrictions. Responsibility for fulfilling obligations in this area rests solely with the employee.
- R. Termination of the Agreement.** TCC may, at its sole discretion, terminate this agreement at any time. If feasible, the supervisor will provide two or more working-days notice to the employee to permit the employee to make any personal arrangements necessary to accommodate the change. Employees may be withdrawn from the Alternative Work Arrangement Program for reasons to include, but not limited to, declining performance and organizational benefit. In the event that the supervisory reporting relationship changes, this telework agreement is not binding and will be subject to review that may result in its termination or modification.

The employee may terminate participation in this program at any time unless telework was a condition of employment.

Section 3: DETAILS FOR COMPRESSED WORKWEEKS ONLY

- A. Leave.** Employees working a compressed workweek schedule must account for their individual workdays which may be extended for the purposes of recording leave. For example, if an employee working four 10-hour days is out sick, s/he will need to record 10 hours of sick leave.

B. Holiday Pay. No exempt or non-exempt (overtime eligible) employee is eligible for more than 8 hours of holiday pay per holiday. If the holiday falls on the employee’s regularly scheduled work day, the employee will be credited with 8 hours of holiday pay for that day. Employees may use annual leave to maintain their hours of pay for that day or they may opt to work additional hours sometime during the work week.

Section 4: TCC EQUIPMENT ASSETS

The below listed TCC property is being borrowed for use in connection with college business only, must be located at the designated alternate work location, and will be returned to TCC at the expiration of this agreement.

The employee agrees to accept the listed equipment and understands that its use is for TCC business only and must be protected against damage. All loaned equipment will be serviced and maintained by TCC. The employee is responsible for transporting loaned equipment to/from TCC for service and maintenance.

Equipment provided by the employee will be at no cost to TCC and will be maintained by the employee.

In the event that equipment is temporarily inoperable, the teleworker and the supervisor are to reach an understanding of whether the employee has other work assignments that can be accomplished.

Description of Item	Quantity	ID/Bar Code Number

TCC information systems to be accessed from alternate work location (if any):

Description of System/Program	Quantity	Networked or Stand-alone

Section 6: ACKNOWLEDGMENT SIGNATURES AND APPROVAL:

I have read and understand TCC's Policy on Alternative Work Arrangements and the associated procedures and the college's technology security standards relating to remote access and I agree to the conditions delineated in those documents and above.

Employee: _____ Date: _____

I have read and understand TCC's Policy on Alternative Work Arrangements and the associated procedures and I agree to the conditions delineated in those documents and above.

Supervisor: _____ Date: _____

I have reviewed and approve the conditions delineated in this Telework Agreement.

Department Head: _____ Date: _____
(if different from supervisor)

Executive Staff Member: _____ Date: _____

The provisions of this Telework Agreement are consistent with college policy and state and federal laws and regulations governing personnel matters.

Director of Human Resources: _____ Date: _____

The original signed document will be filed in the employee's personnel record in the Office of Human Resources. The employee and supervisor must keep copies. At a minimum, the Telework Agreement must be reviewed annually with a new signed agreement submitted to the Office of Human Resources.

New agreement

90-day review of initial agreement

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Annual Review/Renewal

APPENDIX C
TIDEWATER COMMUNITY COLLEGE
ALTERNATIVE WORK SCHEDULE AGREEMENT

This Alternative Work Schedule Agreement is used to document flexible work hours and compressed workweek arrangements. If combined with a telework arrangement, a Telework Agreement must also be completed.

By completing and signing this Alternative Work Schedule Agreement, you are acknowledging that you have read TCC's Policy on Alternative Work Arrangements and the associated procedures.

Section 1: GENERAL INFORMATION

The following constitutes an agreement between:

Supervisor: _____ (please print)

Employee: _____ (please print)

Employee Job Title: _____

Department: _____

Campus/Division: _____

FLSA Status: Non-exempt (Overtime eligible) Exempt

Alternative Work Schedule Option

Compressed Workweek: Complete a two-week schedule below.

Flexible Work Hours: Indicate arrival and departure times on blank schedule below.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Hours
Week 1								
Week 2								

Comments: _____

Section 2: TERMS AND CONDITIONS OF THE ALTERNATIVE WORK SCHEDULE PROGRAM

The employee volunteers to participate in TCC's alternative work arrangement program and agrees to adhere to the applicable guidelines. The supervisor recommends the employee's participation, and agrees to adhere to the applicable guidelines. The respective member of the President's Executive Staff recommends the employee's participation. The Director of Human Resources will audit the agreement for compliance with all relevant college and state policies as well as state and federal laws. The supervisor and employee will review the initial Alternative Work Scheduled Agreement after three (3) months, and, if necessary, revise the work arrangement.

A. Duration. This agreement will be valid beginning _____ and ending _____ (end date can be no longer than 12 months from the start date). At that time, both parties will participate in a review, which will result in continuation, modification, or termination of the agreement.

Date of 90-day review (required for initial agreement): _____

Date of initial agreement if this is a renewal: _____

Date of annual review/renewal: _____

B. Pay and Attendance. All pay, leave, and benefits will be based upon the employee's official classification. The employee's time and attendance will be recorded as performing official duties of the official position classification. The employee remains responsible for accurate and timely completion of the timesheet, if required.

C. Leave. The employee must obtain supervisory approval before taking leave in accordance with established policy and office procedures. By signing this form, the employee agrees to follow established procedures for requesting and obtaining approval of leave.

D. Accessibility. The use of an alternative work hours arrangement does not preclude an employee's attendance, if necessary, at meetings, training sessions, or similar events or occurrences scheduled on days or at times when the employee would customarily not be working due to an alternative work arrangement. Alternative arrangements should be made so that the employee can attend the necessary function and take other time off.

E. Leave (compressed workweeks only). The employee working a compressed workweek must account for their individual workdays which may be extended for the purposes of recording leave. For example, if an employee working four 10-hour days is out sick, he/she will need to record 10 hours of sick leave.

F. Holiday Pay (compressed workweeks only). No exempt or non-exempt (overtime eligible) employee is eligible for more than 8 hours of holiday pay per holiday. If the holiday falls on the employee's regularly scheduled work day, the employee will be credited with 8 hours of holiday pay for that day. Employees may use annual leave

to maintain their hours of pay for that day or they may opt to work additional hours sometime during the work week.

Section 2: ACKNOWLEDGMENT SIGNATURES AND APPROVAL:

I have read and understand TCC's Policy on Alternative Work Arrangements and the associated procedures and I agree to the conditions delineated in those documents and above.

By signing below, the employee acknowledges that this alternative work hours schedule may be changed or terminated at either his/her request or by the college at any time. The employee further acknowledges that should s/he elect to return to a standard five-day workweek, s/he understands that such return will be effected only after providing sufficient notice to the supervisor to permit changing work schedules as necessary.

Employee: _____ Date: _____

Supervisor: _____ Date: _____

I have reviewed and approve the conditions delineated in this Alternative Work Schedule Agreement.

Department Head: _____ Date: _____
(if different from supervisor)

Executive Staff Member: _____ Date: _____

The provisions of this Alternative Work Schedule Agreement are consistent with college policy and state and federal laws and regulations governing personnel matters.

Director of Human Resources: _____ Date: _____

The original signed document will be filed in the employee's personnel record in the Office of Human Resources. The employee and supervisor must keep copies. At a minimum, the Alternative Work Schedule Agreement must be reviewed annually with a new signed agreement submitted to the Office of Human Resources.

New agreement

90-day review of initial agreement

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Annual Review/Renewal