

## Lakeland Community College

PROCEDURE TITLE:	COLLEGE BUSINESS HOURS
PROCEDURE NO:	3354-2-10-01.1
ORIGINALLY APPROVED DATE:	08/19/24
REVISED DATE:	08/19/24
EFFECTIVE DATE:	08/19/24
NEXT REVIEW DATE:	08/2029
RELATED POLICY:	3354-2-10-01
RESPONSIBLE OFFICE:	OFFICE OF THE PRESIDENT
APPROVED BY:	PRESIDENT

This document is a procedure in association with Board policy 3354:2-10-01, College Business Hours. The College Business Hours policy recognizes the uniform business hours of college operations to be from 8 a.m. to 5 p.m. Monday through Friday.

It is important to underscore that campus offices, unless otherwise approved for alternate work arrangement for employees, must be open during the aforementioned Board-approved hours. As an institution of higher education, the College is a student-facing organization, and the work of education requires face-to-face interactions.

This procedure allows for flexible work arrangement in some circumstances given current work environment in organizations. However, it is important to understand that remote work and/or flexible schedules are not an employee's right. A remote work or flexible schedule arrangement must work for both the employee and the College in support of its mission and vision. Hence, remote or flexible work arrangement will not be permitted for student-facing and front-office roles.

Remote or flexible work arrangement may be approved in some circumstances, but the decision is at management's discretion and must take into consideration numerous factors, including specific job duties, the nature of the work performed, operational and business requirements, and impact on the department. If approved, supervisors and vice presidents are expected to ensure that remote or flexible work arrangements are offered in a non-discriminatory manner.

In the event that an employee requests and management approves a remote work or flexible schedule arrangement, it shall not exceed 1-2 days (or equivalent of an employee's regularly scheduled work hours) per week, depending on individual responsibilities, institutional needs, etc. Furthermore, departments must balance their employees' schedules such that all offices have some employee presence on campus on Fridays. Alternative work arrangement does not mean working remotely every Friday. As part of flexible work arrangement, an employee may, at the discretion of their supervisor and the divisional vice president, work alternate hours during a day. This procedure takes effect at the beginning of Fall 2024 semester.

In recognition of lighter volume of business on Fridays during summers, the College will be open from 8 a.m. to 2:30 p.m. on Fridays for the months of June and July. To ensure a 40-hour work week, employees' lunch time will be limited to 30 minutes daily during these two months. This practice will begin in Summer 2025.

For those employees interested in remote or flexible work schedule, a joint conversation between the employee and their supervisor is required, where both agree that the requested arrangement benefits the employee, their department, and the College. The employee will then submit their formal request to provide justification and obtain approval from their supervisor and respective vice president.

For those approved for remote work or flexible schedule arrangement, employees acknowledge and agree to the following:

- You will work according to the schedule approved by your supervisor and the divisional vice president. Your request will document the business justification for the remote work or flexible schedule arrangement, and you will ensure this arrangement does not disrupt the needs of your organizational unit, the College or its students, customers, or other constituents.
- You will make yourself available to attend scheduled work meetings/events on-site during your regularly scheduled work hours as requested or required by your department or supervisor.
- You will maintain productivity, performance, communication, and responsiveness standards. This agreement does not change the basic terms and conditions of your employment at LCC. You will perform all duties as set forth in your job description, as well as those additional and/or different duties that the department may assign from time to time. Furthermore, you remain obligated to comply with all College policies and procedures. This procedure does not supersede situations or policies such as FMLA leave which may require a temporary adjustment to an employee's work arrangement.
- If you are a non-exempt (hourly) employee, you are not to work overtime without prior approval from your supervisor, and you are required to accurately record all time worked including meal breaks while working in full compliance with federal, state, and local guidelines. You agree to follow such procedures as your manager or department may establish to minimize the likelihood of interruptions or delays to your rest or meal breaks in a way that causes a violation of any related LCC policies.
- All injuries incurred by you while working that are job-related must be reported, following the College's workers' compensation reporting procedure.
- You are responsible for all tax consequences that may occur because of off-campus work, whether remote or flexible, and are encouraged to consult a professional tax advisor.
- You understand you are always responsible for the access, use, and security of all confidential (FERPA, HIPPA, etc.) information you access and maintain as part of your remote work arrangement. Furthermore, you will take every possible safeguard to ensure this information is secure and protected as required by all applicable rules, regulations, and College policies.

For employees interested in remote or flexible work arrangements, contact your supervisor. If approved, the remote or flexible work arrangement will be subject to all applicable College policies and procedures as well as local, state, and federal laws. If the employee's supervisor or vice president deems that the remote work or flexible schedule arrangement is not working effectively or as envisioned, the College may at any time adjust or terminate such arrangement. Employees will receive written notice of the change at least two business weeks before being required to return to onsite work. Employees with flexible or remote work arrangements may, at their own choosing, return to onsite work at any time during the period in which the flexible or remote work arrangement is in place.

To request a remote or flexible work arrangement, a form will be established and distributed by Human Resources.