

FLATHEAD VALLEY COMMUNITY COLLEGE

Policy Manual

CHAPTER VI – Human Resources

SECTION 200: FLEXIBLE WORK/TELEWORK POLICY

The college recognizes there may be circumstances in which it is in the college's interest to allow employees to work at alternate work sites or from home for all or part of a work week. For purposes of this policy, telework refers to an arrangement that allows an employee to work from home or other location away from the usual workplace on a regular basis. Flexible work refers to an arrangement that allows an employee to work an alternative work schedule.

I. ELIGIBILITY

Flexible work or telework arrangements may be considered for non-faculty employees who have completed at least six (6) months of service in the position intended to be covered by a flexible work/telework agreement. In some cases, the college may establish new or open positions in which flexible work/telework is an expected condition of employment.

II. APPROVAL

For purposes of this policy, occasional out-of-office work arrangements or schedules may be allowed on a case-by-case basis if approved by an employee's supervisor. A formal agreement is not required for these occasional flexible work/telework arrangements, and a supervisor's approval on one occasion does not imply future requests of a similar nature will also be approved.

Approval of long-term telework arrangements or flexible work schedules will be made on a case-by-case basis by the supervisor, the vice president of the area, and Human Resources. Both the abilities and characteristics of the employee and the nature of the work must be assessed by the supervisor before entering, and approving, an agreement. Telework or a flexible work schedule is not an entitlement nor is it a college benefit. Any flexible work/telework arrangement may be approved or discontinued at the discretion of the college.

Flexible work/telework may be approved if, after evaluation, it is determined the employee can effectively perform the job duties of the position, the arrangement conforms to all regulations, policies, and collective bargaining agreements, and an agreement is in place in Human Resources.

III. CONDITIONS OF FLEXIBLE WORK/TELEWORK ASSIGNMENTS

Flexible work/telework assignments do not change the conditions of employment. Work performed at alternate locations is considered official college business and documents created in the course and scope of employment are college business documents. Employees on flexible work/telework assignments are required to comply with all appropriate policies and procedures.

The college may establish additional specific conditions that apply to employees working at alternate locations.

Unless the college establishes flexible work/telework as a condition of employment based upon business needs, the department and the employee shall mutually agree to arrangements, which must be approved by Human Resources to assure compliance with this policy.

An employee's compensation and benefits will not change due to flexible work/telework arrangements.

REFERENCES: 2-2-121 MCA, Fair Labor Standards Act

PROCEDURE: Flexible Work/Telework

History: Adopted December 19, 2022