

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**Board of Governors Policies and Procedures**  
**PP- 2051**

**TITLE: EMPLOYMENT INNOVATION –FLEXIBLE WORK SCHEDULES**

**REFERENCE:** Authority –West Virginia Code §18B-7-5, 18B-1-6 & 18B-7-9.

**EFFECTIVE DATE: June 15, 2006**

**AMENDED: September 17, 2024**

**REPEALED:**

**REVIEWED:**

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**Section I. General**

- 1.1 **Scope** –This rule establishes guidelines related to work scheduling for classified, non-classified, faculty equivalent and academic professional employees at Pierpont Community & Technical College. It does not apply to faculty members.

**Section 2. Definitions**

- 2.1 **Flextime Work Schedules** –Work schedules which do not comply with the Institution's normal work schedule of 7.5 hours worked per day and a 5-day work week. Flextime work schedules may include, but are not limited to, job sharing, and four-day work weeks.

**Sections 3. Flextime Work Schedules**

- 3.1 Each unit may establish flextime work schedules for its employees in cooperation with the respective dean or director.
- 3.1.1 An employee may initiate a request for a flextime schedule; the immediate supervisor must authorize or deny the request based upon the operational needs of the unit. The employee's request must be in writing.
- 3.1.2 Employees on flextime schedules are required to work the proper number of hours during the week, consistent with their position full time equivalency (FTE).
- 3.1.3 Employees working remotely must obtain the approval of their supervisor and complete a Telecommuting Form with appropriate signatures. For more detailed information on remote work, refer to Pierpont's Telecommuting Policy and Guidelines.

**Section 4. Changes to Employee Work Schedules**

- 4.1 Pierpont is committed to maintaining reasonable continuity in working schedules and conditions for its employees.

- 4.2 Permanent changes in employee work schedules due to operational need must be communicated directly to the affected employees. The institution shall provide the employee with a fifteen (15) calendar day notice of such changes.
- 4.3 Temporary changes in employee work schedules due to operational need must be communicated directly to the affected employees. When possible, the institution shall provide the employee with a fifteen (15) calendar day notice of such changes.