

**PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS
MEETING OF May 14, 2024**

ITEM: Policy PP-2051: Employment Innovation - Flexible Schedules

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved that the Pierpont Board of Governors approve the 30-day public notice of changes to Policy PP-2051: Employment Innovation – Flexible Schedules.

STAFF MEMBER: George H. Perich; Vice President, Human Resources & Org. Dev.

BACKGROUND: The language in the existing policy requires language changes to reflect changes in operations.

The last revision of the Pierpont Community & Technical College’s Employment Innovation – Flexible Schedules Policy was approved in June 2006 and does not reflect the institution’s revised institutional guidelines.

PUBLIC COMMENT PERIOD: May 16, 2024 to June 15, 2024

All comments are to be made in writing to:

*Amanda Hawkinberry
Executive Assistant to the President
Pierpont Community & Technical College
500 Galliher Drive
Fairmont, WV 26554
bog@pierpont.edu*

The proposed policy will be available for public viewing on the Pierpont Community & Technical College website at <https://www.pierpont.edu/about/board-of-governors/policies/>

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
POLICY # 51
TITLE: EMPLOYMENT INNOVATION –FLEXIBLE WORK SCHEDULES

Effective Date: June 15, 2006

Amended:

Repealed:

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.
- 1.2 Authority –West Virginia Code §18B-7-5, 18B-1-6 & 18B-7-9.
- 1.3 Effective Date –June 15, 2006

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).

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.

4.4 The supervisor must notify the Human Resources office in writing, with a copy to the employee, each time an employee's work schedule changes or an employee requests a change in writing.

ATTACHMENT 3

**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:

AMENDED: May 14, 2024

REPEALED:

REVIEWED:

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.

Formatted: Font: 12 pt, Font color: Red

Formatted: Numbering: Continuous

Formatted: Font: 12 pt, Font color: Red

Deleted: October

Deleted: 1, 2024

Formatted: Indent: Left: 1", First line: 0"

Formatted: Indent: Left: 0.5", First line: 0"

50
51 4.2 Permanent changes in employee work schedules due to operational need must
52 be communicated directly to the affected employees. The institution shall
53 provide the employee with a fifteen (15) calendar day notice of such changes.

54
55 4.3 Temporary changes in employee work schedules due to operational need must
56 be communicated directly to the affected employees. When possible, the
57 institution shall provide the employee with a fifteen (15) calendar day notice of
58 such changes.

59
60 4.4

Deleted: The supervisor must notify the Human Resources office in writing, with a copy to the employee, each time an employee's work schedule changes or an employee requests a change in writing.¶

61
62
63
64
65

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

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:

AMENDED: May 14, 2024

REPEALED:

REVIEWED:

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.

47 4.2 Permanent changes in employee work schedules due to operational need must
48 be communicated directly to the affected employees. The institution shall
49 provide the employee with a fifteen (15) calendar day notice of such changes.
50

51 4.3 Temporary changes in employee work schedules due to operational need must
52 be communicated directly to the affected employees. When possible, the
53 institution shall provide the employee with a fifteen (15) calendar day notice of
54 such changes.
55

56

57

58

59

60

61