

**CLOVER PARK TECHNICAL COLLEGE
PROCEDURE**

CHAPTER	SECTION	TITLE	HISTORY		
2	31	Flexible Work Arrangement	Adopted 2024	Campus Forum 2024	Reviewed
			Revised		Next review

PROCEDURE

Alternative Worksite/Remote Request

Employees should schedule time to discuss available options with their supervisor. The options are limited by institutional and department need; however, supervisors are encouraged to assist employees in identifying flexible work arrangements that meet the needs of the employee while satisfying the institutional and department demands. Employees who believe they have been denied a flexible work arrangement for any reason other than institutional or department demands should contact Human Resources directly. After a discussion with their supervisor, the employee should submit a Flexible Work Arrangement request form.

Supervisors: Evaluate the employee's request and the demands of your department. Contact the appropriate Director/Dean-level employee to discuss the feasibility of the flexible arrangement, and either approve or deny the request accordingly.

Modified Schedule/Part-Time Request

An employee may initiate a part-time or modified schedule request by submitting a Flexible Work Arrangement request. Prior to making a request, employees are expected to review the Flexible Work Arrangement Guide.

Supervisor: Supervisors are expected to review requests received by the supervisor's employee(s) and assess the appropriateness of such an arrangement (see Eligibility Requirements in Flexible Work Arrangement Guide). Supervisors will be notified once an employee submits a request for a modified or part-time schedule. Supervisors must respond to the request with an approval or denial. If approved, Human Resources will move the request to the Dean/Director's queue. If denied, Human Resources will send the employee a formal notice and close the request.

Directors/Deans/VP's: Directors or above will conduct an evaluation of Flexible Work Arrangement requests, considering the impact on the department, the intention of the program, employee's past performance and likelihood of success, and any other factors relevant to the determination. Such decisions will not be based in any way on an employee's protected characteristics. If the supervisor has approved the request, directors/deans/VPs are then expected to review the request and assess the appropriateness of such an arrangement. Directors/deans/VPs must reply to the request with an approval or denial. Once approved or denied, Human Resources will send the employee a formal notice and close the ticket.

Human Resources: The Human Resources department will process all approved Modified Schedule or Part-Time Schedule Flexible Work Arrangement Requests as noted below:


- Part-time requests – After approval by the employee's director/dean/VP, the employee and employee's supervisor will be notified. Additional Payroll & Benefits team members will also be notified in order to make the correct changes of status to the employee's benefits/PTO accruals.

Once these steps have been successfully completed, the flexible work arrangement may begin until terminated in accordance with the Agreement or the Guide.

If denied, the employee may make subsequent requests. Note that CPTC may deny requests for any reason in its sole discretion and no basis for the denial is required.

Post Implementation: Once the arrangement has been implemented, the supervisor is expected to monitor the employee's performance and compliance with the terms of the Agreement and the Guide. Employees are expected to communicate any issues immediately. Either CPTC or the Employee may terminate the arrangement at any time. Employees are responsible for maintaining the work environment in accordance with the Agreement and Guide and are responsible for any CPTC-provided equipment.

Appeals: If an employee feels that they were denied a Flexible Work Arrangement on the basis of a protected characteristic or that their denial was retaliatory in nature, they should reach out to Human Resources immediately. Employees may appeal a denial of their request to the AVP for Human Resources & Culture in writing. The AVP for Human Resources & Culture will evaluate the appeal and issue a decision, which will be considered a final decision on the request.

APPROVAL:	
By: 	Date: 5/1/24
Vice President Name Here	