

Board of Trustees of the Nebraska State Colleges

Personnel

POLICY NAME: Workforce Flexibility

POLICY NUMBER: 5023

A. PURPOSE

To explain options for flexible work schedules and remote work.

This policy applies to full-time and part-time professional and support staff employees. This policy is not applicable for faculty and non-ranked faculty as defined in Board Policy 5010.

Note: The Colleges shall not hire student employees, as defined in Board Policy 5010, in remote work locations effective July 1, 2024. The Colleges shall not hire temporary employees, as defined in Board Policy 5010, in remote work locations outside the state of Nebraska effective July 1, 2024.

B. DEFINITIONS

- 1. Flexible Work Schedule:** A schedule that deviates from the standard office hours established at each College including a lunch period of at least thirty (30) minutes.
- 2. Standard Office Hours:** Established hours of operation for each College when office personnel will be available to assist students and staff. Custodial, maintenance, and security employees' work schedules are not set according to standard office hours and are not covered by the terms of this policy. Standard office hours for each College are:
 - Chadron State College – 7:30 a.m. to 4:30 p.m. Mountain Time
 - Peru State College – 8:00 a.m. to 5:00 p.m. Central Time
 - Wayne State College – 8:00 a.m. to 5:00 p.m. Central Time
- 3. Remote Work Location:** An alternative worksite (not on campus) established for the employee's regularly scheduled workweek. College remote work locations are fully remote not hybrid in nature.
- 4. Schedule Deviation:** A singular or temporary change in the normally assigned work schedule that is requested by an employee and approved in advance by the immediate supervisor. A schedule deviation is not on-going in nature or habitual

and must not exceed thirty (30) calendar days. Flexible work schedule provisions in this policy do not apply to schedule deviations.

- 5. Temporary Remote Work Arrangements:** Temporary remote work arrangements are not on-going in nature or habitual. Supervisors may not circumvent the requirements of this policy by granting temporary remote work arrangements. Temporary remote work arrangements are not intended to allow an employee to remain at home to provide child or dependent care or, in lieu of requesting sick leave. Temporary remote work arrangements are short-term in duration and allowed in response to College related business needs or other circumstances that justify a temporary remote work arrangement at the discretion of the immediate supervisor.

C. POLICY

1. Flexible Work Schedules

Work schedules are primarily driven by work responsibilities assigned to the employee but in some cases scheduling flexibility can promote increased productivity and greater job satisfaction without negatively impacting work performance. Details regarding flexible work schedules are dictated by collective bargaining agreements for union employees.

1.1. Formal Request Process

Employees may request approval for flex-time schedules from their immediate supervisor. Requests must be considered in conjunction with College needs. Supervisors must inform Human Resources in writing regarding all approved flex-time schedules.

1.2 General Expectations

Flexible work schedules must comply with the following:

- Employees are not scheduled to work more than ten (10) hours per day;
- Scheduled work hours cannot extend beyond the forty (40) hour work week requirement. (This does not preclude overtime that may be assigned beyond established work hours);
- Each office needs to have adequate coverage during regular office hours, and
- Employees may not skip rest breaks or a lunch break to shorten their schedule.

1.3 Staffing Expectations

Before granting a flexible work schedule, supervisors must ensure that the office is adequately staffed for normal operations. That does not include transferring phones to another office or department on a regular or recurring basis or having student employees staff offices alone.

2. Remote Work Options

2.1. Eligibility

Student access and engagement along with the need to interact and collaborate with other employees make most positions ineligible for remote work.

- Work locations are primarily driven by work responsibilities assigned to the employee with opportunities for remote work being limited. *An example of a remote work location based on assigned work responsibilities would include admission employees assigned to a territory geographically distanced from the College campus.*
- Employee job titles and/or classifications do not determine eligibility for remote work.

2.2. Formal Request Process

Remote work requests may only be initiated by a supervisor and must be submitted to the Human Resources Office. Requests require approval by the Human Resources Director and the President. Remote work does not change the employee's terms and conditions of employment with the College. Decisions regarding remote work are not grievable.

2.3. Location Restrictions

Primarily, the Board prefers to employ individuals to work on College campuses. However, there may be limited instances when remote work options are approved. When remote work is allowed, remote locations within the state of Nebraska are preferred. Outside of the state of Nebraska, only a few states will be approved as remote work sites. Approved states for remote work are listed in Appendix A. Employees already employed in remote positions in states other than those listed in Appendix A at the time this policy is adopted are excluded from that limitation.

2.4. Tracking Requirements

No employee may be assigned to work at a remote work location without approval through PeopleAdmin. Remote work locations must be documented in SAP. Changes in the location of remote work sites must be approved in advance, in writing by Human Resources and the President.

3. Exclusions

This Workplace Flexibility Policy is not applicable to address the interactive process as defined by the Americans with Disabilities Act (ADA). While flexible schedules and/or remote work may be a reasonable accommodation under the ADA, reasonable accommodation requests are separate and distinct from this policy. ADA accommodation requests must be referred to Human Resources.

Additionally, remote work is not intended to allow an employee to remain at home to provide child or dependent care or, in lieu of requesting sick leave. Although

an employee's schedule may be modified to complement child or dependent care needs, the focus of the arrangement must remain on College needs and successful job performance.

FORMS/APPENDICES:

Appendix A (Approved States for Remote Work)

SOURCE:

Policy Adopted: January 2024

Policy Revised:

Policy #5023 Appendix A
Approved States for Remote Work

- Arizona
- Georgia
- Iowa
- Kansas
- Michigan
- Minnesota
- Missouri
- Nebraska
- North Carolina
- South Dakota
- Texas