

**BLUEFIELD STATE COLLEGE
BOARD OF GOVERNORS
POLICY NO.HR-710**

TITLE: EMPLOYMENT INNOVATIONS

SECTION 1. GENERAL

- 1.1 Scope: The purpose of this policy is to establish guidelines related to work scheduling for classified employees at Bluefield State College.
- 1.2 Authority: West Virginia Code §18B-7-9.
- 1.3 Filing Date: January 19, 2006
- 1.4 Effective Date: March 17, 2006

SECTION 2. DEFINITIONS

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

SECTION 3. POLICY

- 3.1 Bluefield State College may establish flexible work schedules for its employees in cooperation with your supervisor and with approval of the President or their designee.
 - 3.1.1 An employee may initiate a request for a flexible work schedule; the immediate supervisor must recommend or deny the request based on operational needs of the department.
 - 3.1.2 The supervisor will forward recommended requests to the President or their designee who will approve or deny the request.
 - 3.1.3 Employees on a flexible work schedule are required to work the proper number of hours during each week that is consistent with their position full time equivalency (FTE).
- 3.2 Bluefield State College is committed to maintaining reasonable continuity in working schedules and conditions for its employees. Temporary changes to an employee’s work schedule not based upon strong operational need shall be discouraged. Changes in employee work schedules due to operational need must be communicated directly to the affected employees. When possible the College shall provide the employee with a fifteen (15) day notice of changes.

