11.1 – Staff Flexible Work Hours

Purpose:

To establish Bismarck State College’s procedure to address the ability to allow staff employees a flexible work schedule while providing service to students, the public, and other employees.

Procedure:

Bismarck State College may allow employees a flexible work schedule year-round, while ensuring public office hours of 8:00 am to 4:00 pm to provide service to students, the public, and other employees.

Provisions:

Each individual may work out a schedule which must be approved by their supervisor and division director. The schedule is dependent on the nature of the individual’s position and department’s work. This means the opportunities available to one department or work group may not be available to others.

1. BSC’s public hours do not change the NDUS/BSC policy regarding a 40-hour work week.

2. All department services must be covered during the public office hours of 8:00 am to 4:00 pm. During certain peak times, there may need to have office coverage outside of these hours as designated by the department supervisor.

Supervisors are responsible for ensuring their departments are adequately staffed, employees are working 40 hours per week (prorated for benefited employees less than 100%) and all department services are covered during public office hours and beyond regular hours when needed.

References:

NDUS HR 11 Work Week
NDUS HR 2 Appointments

History of This Procedure: