

## 11.1 - Flexible Work Hours

### Purpose:

To establish Bismarck State College's procedure to address the ability to allow 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.

**Office Hours for Full-time Faculty:** The Academic Deans and Assistant Deans shall establish appropriate office hours for their individual faculty members.

### References:

[NDUS HR 11 Work Week](#)  
[NDUS HR 2 Appointments](#)

### History of This Procedure:

First procedure: November 1, 2000. Approved by the Staff Senate on March 20, 2012, reviewed by the Operations Council on May 23, 2012 and approved by the President on June 19, 2012; reviewed by the Operations Council on September 12, 2018 and approved by the Executive Council on September 13, 2018. Approved by the President on August 16<sup>th</sup>, 2023.