

## ***General Policy - Flexible Work Hours***

### **Policy: (Staff Only)**

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:**

1. Each individual may work out a schedule which must be approved by their supervisor and/or division director. The schedule is dependent on the nature of the individual's section and/or department's work. This means the opportunities available to one department or work group may not be available to others.
2. BSC's public hours do not change the NDUS/BSC policy regarding a 40-hour work week.
3. 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 be full staff office coverage from 8:00 a.m. to 5:00 p.m. as designated by the department supervisor.

BSC promotes a culture of service and all employees are expected to provide service to its clientele beyond public office hours when needed. Public office hours should not adversely affect the services that are provided to students, other departments, co-workers or the public.

Public office hours allow BSC employees increased opportunities for flexible schedules including public facing departments. Incorporating non-public hours into the day allows staff time for uninterrupted work time, more time to respond to student/public requests, options for departmental or campus-wide meetings and more.

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.

### **Reference:**

North Dakota Tax Department, Flexible Scheduling Policy.

### **History of This Policy:**

First policy draft and approved by the President on 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.