

## **Policy on Flexible Schedules, Number 2.41**

To enable a better work/life balance and meet the needs of our college employees, Carl Sandburg College offers flexible work schedules and remote working options for staff.

The college considers flexible work schedules and remote working options viable when they are in the best interest of the college and enhance the productivity of the employee.

Flexible work schedule options and opportunities, such as working four 10-hour days vs. five eight-hour days or working from 6 a.m.-3p.m. or 9 a.m.-6 p.m., and working remotely, which allows employees to work at alternative work locations for all or part of their workweek, are a cooperative arrangement, based on the needs of the college, each employee's department, role and responsibilities.

Implementing a flexible work schedule or remote work option is a voluntary work alternative that may be appropriate for some but not all positions. It is not an entitlement; it is not a college-wide benefit; and it in no way changes the terms and conditions of employment with Carl Sandburg College.

*Implemented: 5/21  
Revised: 8/23, 11/23, 7/24*