

**EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE BOARD OF  
GOVERNORS REGULATION No. AR-5.13**

**TITLE: Employment Innovation and Flexible Work Schedules/Arrangements**

**SECTION 1. GENERAL**

- 1.1 Scope - This policy shall be in effect and shall govern Employment Innovations and Flexible Work Schedules/Arrangements at Eastern West Virginia Community and Technical College.
- 1.2 Authority - West Virginia Code § 10-7-9, Series 39 Section 4. I
- 1.3 Effective Date — 11/7/2008; REVISED 1/28/2020

**SECTION 2. GENERAL PROVISIONS**

- 2.1 The opportunity to work a flexible work schedule/arrangement is a privilege, not a right. The needs of the College and the specific department must be met while considering the request by the employee to alter his/her schedule or telecommute. Flexible Work Schedules/Arrangements are not appropriate for all positions within the College.
- 2.2 The College will remain open from 8:00 a.m. through 5:00 p.m., Monday through Friday except for holidays.
- 2.3 All schedules must provide a 37 1/2 hou0 50 1294 QEp4 1294 (n)20( )-1qEp(he)2(de)k9(.)JTETQ

- 2.7 Timesheets must accurately reflect time worked on an hourly basis for nonexempt employees. Supervisors are prohibited from setting up informal tracking systems that are different than the time reported on the timesheets.
- 2.8 While exempt employees can request a flexible work schedule or arrangement, it is management's expectation that exempt employees may need to regularly work beyond 37.5 hours per week to fulfill the responsibilities of their positions. The designation of exempt employee status means that the college is exempt from the

- 3.2.1 **4 day work week**— 9 1/2 hours per day for 3 days and 9 hours worked the 4th day (37.5 hours per week; exempt employees may be required to work more) with one day off during the same week (in addition to weekends or other scheduled days off in place of weekends).

Example: An employee works 7:30 a.m. to 5:30 p.m. with a half hour lunch three days a week and works 7:30 a.m. to 5:00 p.m. with a half hour lunch the 4th day. The employee would then get another day off during the week.

- 3.2.2 **4 1/2 day work week** — employee works 37.5 hours (exempt employees may be required to work more) in 4 1/2 days during the week. The employee gets an additional 1/2 day off during the work week.

Example: An employee works 8:00 a.m. to 4:45 p.m. with a half hour lunch 4 days that week and works 8:00 a.m. to 12:30 p.m. with no lunch

**SECTION 5. Responsibilities and Procedures**

Approved by IET: 08/24/20  
Approved by President's Cabinet: 09/22/20  
Reviewed by BOG: 10/21/20

success. The employee must maintain satisfactory performance while on a flexible work

work schedule/arrangement.