Flexible Working Agreement Manager Checklist

General

Sandhills Community College (SCC) is committed to offering innovative workplace flexibilities. This policy permits agencies to designate employees to work at alternate work locations for all or part of the workweek to promote general work efficiencies, enhance competitive recruitment and retention advantages compared with other employers, improve utilization of facilities, and meet environmental challenges.

At the discretion of the President, Sandhills Community College may allow flexible working arrangements for a limited amount of time with Presidential or designee approval. The President, Vice President or supervisor may discontinue this policy at any time for any reason. Once an employee has been informed that this policy has ended, the employee will be required to returned to their assigned workspace on campus. An employee who refuses to comply with the termination or modification of a flexible working agreement will be subject to disciplinary action.

Below is a checklist for completion by the manager:

- ☐ Employee completed Agreement
- ☐ Completed Alternate Work Location Safety Attestation
- ☐ Completed
- ☐ Signed agreement and attestation sent to HR
    - ☐ Job Description attached to signed agreement
- ☐ Terms of agreement Discussed with Employee
    - ☐ The discontinuation of this policy is not grievable and therefore is not subject to the SCC grievance procedures.
    - ☐ Employee expected to perform job duties as if they were on campus (including answering phones, returning phone calls, responding to emails, completing all aspects of the duties assigned in their job description)
    - ☐ Discuss any mandatory on-campus days with staff
    - ☐ Discuss changes if it becomes necessary to come into the office because coverage is needed due to campus events, scheduling challenges, vacation schedules or meetings.
    - ☐ Discuss publishing of flexible working schedules either posted outside of office or posted in Outlook calendar(publicly).