

Lakeland Community College

PROCEDURE TITLE:	REMOTE WORK/FLEXIBLE SCHEDULE
PROCEDURE NO:	HR20-57
ORIGINALLY APPROVED DATE:	08/19/24
REVISED DATE:	07/22/25
EFFECTIVE DATE:	08/01/25
NEXT REVIEW DATE:	08/2030
RELATED POLICY:	3354-2-10-01
RESPONSIBLE OFFICE(S):	DEPARTMENT OF HUMAN RESOURCES
APPROVED BY:	PRESIDENT

This procedure applies to all full-time, partial-year, and part-time continuing and non-continuing administrator, supervisory/professional, and staff employees.

- A. This remote work/flexible schedule procedure is in association with Board policy 3354-2-10-01, College Business Hours. The College Business Hours policy recognizes the uniform business hours of college operations to be from 8 a.m. – 5 p.m. Monday through Friday. Campus offices, unless otherwise approved for alternate work arrangements for employees, must be open during the Board-approved hours. As an institution of higher education, the College is a student-facing organization, and the work of education requires face-to-face interactions.

- B. This procedure allows for remote and flexible work arrangement in some circumstances; however, it is important to understand that remote work and/or flexible schedules are not an employee’s right. A remote work or flexible schedule arrangement must work for both the employee and the College in support of its mission and vision. Hence, remote or flexible work arrangements will not be permitted for student-facing and front-office roles, as identified below in Item G. Remote work or flexible schedule arrangements may be approved in some circumstances, but the decision is at the management’s discretion and must take into consideration numerous factors, including specific job duties, the nature of the work performed, operational and business requirements, and impact on the department. If approved, supervisors and vice presidents are expected to ensure that remote or flexible work arrangements are offered in a non-discriminatory manner.

- C. Remote work schedules that are requested and approved shall not exceed one day (or equivalent of an employee’s regularly scheduled work hours) per week, depending on individual responsibilities, institutional needs, etc., and remote workday must be a Tuesday, Wednesday, or Thursday. Furthermore, departments with flexible schedule for employees must balance their employees’ schedules such that all offices have some employee presence on campus on Mondays and Fridays in compliance with the college’s business hours policy. As part of a flexible schedule arrangement, an employee may, at the discretion of their supervisor and the divisional vice president, flex their work hours to arrive on campus earlier than 8 a.m. or work later than 5 p.m. It is preferred to have most employees present during the core hours of 9 a.m. – 4 p.m. when most college

business is conducted. Any changes to these hours must also benefit the College. For example:

- With prior supervisory approval, employees may arrive as early as 7 a.m. and depart as early as 4 p.m. or arrive no later than 9 a.m. and work no later than 6 p.m., assuming a one-hour lunch break. An employee requesting a shorter lunch break of 30 minutes or no lunch break would then have his/her hours adjusted accordingly, with prior supervisory approval, to maintain an 8-hour workday.
- In recognition of lighter volume of business on Fridays during summers, the College will be open from 8 a.m. to 2:30 p.m. on Fridays for the months of June and July. To ensure a 40-hour work week, employees' lunch time will be limited to 30 minutes daily during these two months.

D. Employees interested in and eligible for a remote or flexible work schedule must receive advance approval from their supervisor. A joint conversation between the employee and their supervisor is required, where both agree that the requested work schedule arrangement benefits the employee, their department, and the College. The employee will then submit their formal request to provide justification and obtain approval from their supervisor and respective vice president. Please use the [Remote Work/Flexible Schedule Request Form](#) located on the HR Webpage to request a remote work or flexible schedule arrangement.

E. Employees approved for remote work or a flexible schedule arrangement acknowledge and agree to the following:

- a. You will work according to the schedule approved by your supervisor and the divisional vice president. Your request will document the business justification for the remote work or flexible schedule arrangement, and you will ensure this arrangement does not disrupt the needs of your organizational unit, the College or its students, customers, or other constituents.
- b. You will make yourself available to attend scheduled work meetings/events on-site during your regularly scheduled work hours as requested or required by your department or supervisor.
- c. You will maintain productivity, performance, communication, and responsiveness standards. This agreement does not change the basic terms and conditions of your employment at the College. You will perform all duties as set forth in your job description, as well as those additional and/or different duties that the department may assign from time to time. Furthermore, you remain obligated to comply with all College policies and procedures. This procedure does not supersede situations or policies such as FMLA leave which may require a temporary adjustment to an employee's work arrangement.
- d. If you are a non-exempt (hourly) employee, you are not to work overtime without prior approval from your supervisor, and you are required to accurately record all the time worked including meal breaks while working in full compliance with federal, state, and local guidelines. You agree to follow such procedures as your manager or department may establish to minimize the likelihood of interruptions

or delays to your rest or meal breaks in a way that causes a violation of any related College policies.

- e. All injuries incurred by you while working that are job-related must be reported, following the College’s workers’ compensation reporting procedure.
- f. You are responsible for all tax consequences that may arise because of off-campus work, whether remote or flexible, and are encouraged to consult a professional tax advisor.
- g. You understand you are always responsible for the access, use, and security of all confidential (FERPA, HIPPA, etc.) information you access and maintain as part of your remote work arrangement. Furthermore, you will take every possible safeguard to ensure this information is secure and protected as required by all applicable rules, regulations, and College policies.

F. Approved remote or flexible work arrangements will be subject to all applicable College policies and procedures as well as local, state, and federal laws. If the employee’s supervisor or vice president deems that the remote work or flexible schedule arrangement is not working effectively or as envisioned, the College may at any time adjust or terminate such arrangement. Employees will receive written notice of the change at least two business weeks before being required to return to onsite work. Employees with flexible or remote work arrangements may, at their own choosing, return to onsite work at any time during the period in which the flexible or remote work arrangement is in place.

G. College departments with and without remote work option:

No Remote Work Option	Remote Work Option – 1 Day per week
Admissions and Enrollment Operations Admissions Center AFC Athletics Bookstore Building Services Campus Police Career Services Classroom Technologies Customer Service Dean of Students’ Office (non-faculty) Division of Arts, Humanities, and Social Sciences (non-faculty) Division of Health Professions (non-faculty) Division of STEM+B (non-faculty) Division of Enrollment Management and Student Retention Services (non-faculty) Facilities Management Financial Aid Financial Services – Cashier Human Resources	Administrative Computing Administrative Services & Treasurer’s Office Business Services – Controller College Tech Prep/CTE Financial Services – AP, AR, Bursar, Payroll Institutional Research Instructional Technologies Networking Operations Purchasing and Auxiliary Operations Treasury and Development Accounting

Lab Assistants Learning Center Library Maintenance President's Office Provost's Office Public Relations and Marketing Receiving and Storeroom Registrar's Office Student Accommodation Center Student Life, Engagement & Leadership Student Service Center Student Success Teaching/Learning Center & Campus Kids Test Center The Lakeland Foundation Transfer Center Veteran's Center	
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