

General Policy - Flexible Work Hours

Policy: (Staff Only)

Bismarck State College may allow employees a flexible work schedule year-round, while ensuring the regular 8:00 am to 5:00 pm service is provided to students, the public, and other employees.

Provisions:

1. Each individual may work out a schedule which must be approved by their supervisor and 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. All department services must be covered during the core hours of 8:00 am to 5:00 pm. During certain peak times, there may need to be full office coverage from 8:00 a.m. to 5:00 p.m. as designated by the department supervisor.

Reference:

North Dakota Tax Department, Flexible Scheduling Policy.

History of This Policy:

First policy draft and approved by the President on November 1, 2000.