Monroe Community College
STATE UNIVERSITY OF NEW YORK

Flexible Work Policy

Category: Human Resources

Name of Responsible Office: Human Resources

Title of Responsible Executive: Vice President, Diversity-Equity-Belonging and Executive Director, MCC Downtown Campus

Date Established:

Date Last Approved:

Policy Statement

Monroe Community College supports flexible work arrangements where such arrangements meet the business and operational needs of the College, advance student success, and align with MCC values: integrity, excellence, empowerment, inclusiveness, collaboration and stewardship.

Policy

The availability of flexible work arrangements varies by division, department, and position, based upon business and operational needs. Requests for flexible work arrangements will be considered on an individual basis and in accordance with applicable law, College policy, and collective bargaining agreements.

Eligible employees approved for flexible work arrangements must abide by MCC policies. Violations of College policy may result in revocation of the flexible work arrangement and/or disciplinary action in accordance with applicable collective bargaining agreements, up to and including termination.

Flexible work arrangements are not employee entitlements. Determinations about which positions are eligible for flexible work arrangements and determinations to approve or deny proposed flexible work arrangements are subject to management discretion based on business and operational needs and the advancement of student success in alignment with the College's values. Determinations are not grievable under any collective bargaining agreements.

Certain positions cannot be adapted to a flexible work arrangement, such as when the position involves frequent on-campus interactions with students, employees, or members of the public, and/or when the position does not have flexibility to accommodate shift changes.

The initial determination to approve or deny occurs at the supervisor/department head level, and the final determination rests with the respective divisional Vice President or their designee. Supervisors are encouraged to engage employees and Human Resources to develop effective flexible work arrangements that support business and operational needs, advance our shared commitment to student success, and reflect MCC values. The College expects and requires no reduction in service, quality of work, or productivity due to the implementation of flexible work arrangements.

The College reserves the right to approve or deny any flexible work arrangement, and to modify or revoke such arrangements once approved, in accordance with the notice timeframes set forth in the related procedure.

Generally, flexible work arrangements may be approved for a semester or academic year. When business or operational needs necessitate modification, suspension, or cancellation of a flexible work arrangement, notice will be provided in accordance with the related procedure.

Remote work locations outside New York State are generally prohibited due to out-of-state tax and regulatory implications. In limited circumstances prompted by business or operational needs, the College may approve requests to work remotely outside New York State. Prior to approval, the divisional Vice President must consult with Human Resources and the Controller's Office to evaluate tax and regulatory requirements and costs.

Types of Flexible Work Arrangements

The types of flexible work arrangements include:

Flextime/Staggered Shifts

Allows flexibility for the working hours of eligible staff members. Work start and end times differ from the traditional College business hours of 8:45 a.m. – 4:45 p.m.; the same number of scheduled work hours per week are retained. For example, workday start and end times shift to 8:00 a.m. – 4:00 p.m.

Remote Work/Telecommuting

Allows eligible employees to work from an alternate location. These arrangements can be made in full or for partial days/weeks, depending on business and operational needs of the division, department, and position. All policies, work rules, performance expectations, professional obligations and codes of conduct apply as they normally would in a traditional campus setting. Remote work/telecommuting arrangements may not exceed more than five (5) days per pay period away from the campus or office location.

Most positions require some degree of in person on-campus interaction with students, employees, or members of the public to perform one's job duties, and therefore most positions are subject to the five (5) day maximum per pay period. In limited circumstances, certain positions may be performed fully remotely. In these circumstances, the job description must be updated in accordance with College policy and applicable collective bargaining agreements, following consultation and agreement with the employee, supervisor/department head, divisional Vice President, Human Resources, and a bargaining unit representative. Once updated, the individual is not required to request remote work/telecommuting as a flexible work arrangement under this policy. However, fully remote status is not an entitlement and the College reserves management discretion to review job descriptions against business and operational needs to determine if fully remote status remains appropriate.

Compressed Work Schedule

Allows eligible employees to compress a normal workweek into fewer than five (5) working days.

Background

The MCC Temporary Telecommuting Protocol (established July 2020) and the Telecommuting Pilot (academic year 2021-2022) preceded this policy.

Applicability

Flexible work arrangements are only appropriate for benefits-eligible employees. Notwithstanding the preceding sentence, employees who are represented for collective bargaining purposes by a labor union shall only be eligible for a flexible work arrangement to the extent permitted by the collective bargaining agreement between the applicable union and the College.

Related Information

College Documents

MCC Policies

MCC Flexible Work Procedure [Add link once finalized]