

E-2c

PROCEDURE

Calendars, Work Locations, Work Schedules

Calendar

College Administration will determine the College calendar.

Work Locations

Each position within the College is assigned a primary work location. Employees may be required to perform other related duties within or outside their division/program or primary work location. The College may, at any time, move a position's primary work location based on the needs of the College.

Remote work locations may be available for some positions. Approval for a remote worksite is at the discretion of the responsible administrator and is based on the position and the ability for the work to be performed efficiently and effectively. Not all positions are eligible for remote location consideration. Approval of remote worksites may change at any time and may be based on the workload, employee performance, or other needs of the College.

An employee may request a temporary alternative work site by submitting the [Temporary Alternative Work Site Agreement Memo of Understanding](#) to their responsible administrator and Human Resources for consideration.

Work Schedules

Work schedules for all employees are defined and assigned by supervisors based on the College needs. Employees must be able to work varied days, hours and shifts as required. Regular attendance is expected of all employees. Excessive or unapproved absences from duty may be grounds for disciplinary action.

Related Policy: E-2**Admin Team Adopted:** 10/21/22**Reviewed:** 06/20/17, 02/07/19, 05/08/20, 08/09/21, 10/29/21, 12/10/21, 10/21/22**Next Review:** TBD**Web link:****Tags:** calendar, employee expectation, work schedules