

POLICY 2.41: FLEXIBLE SCHEDULES

To enable a better work/life balance and meet the needs of our college employees, Sandburg offers flexible work schedules and remote working options for staff. The college considers flexible work schedules and remote working options viable when they're in the best interest of the college and enhance the productivity of the employee.

Flexible work schedule options and opportunities are a cooperative arrangement, based on the college's needs, and each employee's department, role and responsibilities.

Implementing a flexible work schedule or remote work option is a voluntary work alternative that may be appropriate for some but not all positions. It's not an entitlement or a college-wide benefit, and it in no way changes the terms and conditions of employment with Sandburg.

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