



Human Resources

Variable Work Schedule Procedure

(Classified & Administrative Staff only)

Purpose

Great Basin College (GBC) aims to better serve students and support the public, including potential new students, by offering variable work schedules. This approach is designed to extend student-facing service hours, provide employees with greater flexibility, and ensure compliance with all applicable Nevada System of Higher Education (NSHE) and State of Nevada policies and procedures. Allowing staff to adjust their schedules ensures that individuals who need assistance outside of traditional business hours are better served.

Scope

This procedure applies to all full-time classified staff and administrative faculty at GBC who are eligible, under NSHE and State of Nevada personnel rules, to request a variable work schedule.

Eligibility Requirements

Eligibility for a variable work schedule will be determined by the following criteria:

- **Employment Status**
 - Employees must be full time (scheduled 40 hours per week).
 - Newly hired employees must have successfully completed their probationary period.
- **Performance and Conduct**
 - Employees must have received a performance evaluation rating of “Satisfactory/Meets Standards” or higher on their most recent evaluation.
 - Employees must demonstrate dependability and reliability in attendance and work performance.
 - Employees currently on a Performance Improvement Plan (PIP), subject to disciplinary actions, or with documented corrective action are not eligible.
- **Departmental Business Needs**
 - The employee’s department must be able to support flexible scheduling without disrupting operation or student services or creating unnecessary overtime.
 - Supervisors and the appointing authority (or their designee) may approve, deny, or revoke variable schedules based on documented operational needs. Any denial or revocation must include a written justification clearly outlining the business or operational reason.
 - A copy of the decision and justification must be provided to both the employee and Human Resources to ensure consistency, transparency, and protection against arbitrary or retaliatory actions.
 - For classified staff, changes to an approved variable work schedule require at least fourteen (14) calendar days’ advance notice, except in emergencies that affect departmental coverage.

- For administrative faculty, a minimum of three (3) calendar days' advance notice is required, except in emergencies that affect departmental coverage.
- Variable scheduling is a privilege and subject to operational needs. Schedules may be changed or revoked at any time with appropriate notice.
- **Coverage**
 - Departments must maintain adequate coverage during core business hours (8:00 a.m.–5:00 p.m.).
 - Requests will be considered based on fairness and operational priorities. When multiple employees request similar schedules that cannot all be accommodated, seniority will be used as a deciding factor.
- **Compliance with Law and Policy**
 - All arrangements must comply with the Fair Labor Standards Act (FLSA), Nevada Revised Statutes (NRS), Nevada Administrative Code (NAC), and applicable Collective Bargaining Agreements (CBA).
 - The workday for a full-time employee who works a standard or nonstandard work schedule consists of two work periods separated by a 1/2- to 1-hour meal period. A rest period of 15 minutes must be granted for each 4-hour period of work. Required meals and rest breaks cannot be eliminated or shortened to adjust schedules.
 - Overtime, compensatory time, and accurate timekeeping procedures must be followed in accordance with state and federal law.

Definitions

- **Full-Time Employee:** Administrative faculty or classified staff scheduled to work 40 hours per week.
- **Original Work Schedule:** The standard, pre-approved hours of work assigned by the college (e.g., Monday–Friday, 8:00 a.m.–5:00 p.m. with a one-hour lunch).
- **Core Work Hours:** The designated period during which all full-time employees are generally expected to be on duty and available (for GBC 8:00 a.m.–5:00 p.m., Monday through Friday, unless otherwise approved). Core hours ensure that essential services, student support, and departmental operations are consistently maintained, regardless of work schedules.
- **Variable Workweek:** With supervisory approval, employees may adjust daily start and end times while working the required 40 hours per week. Hours may be shifted within the workday or workweek, or employees may work longer days to complete 40 hours in fewer than five days to better accommodate personal needs, departmental coverage, or student service requirements.

All variations must ensure the essential college operations and service to the public are not disrupted.

Procedure

A variable work schedule may not be suitable for all employees, positions, departments, or times of the year. Eligibility is determined based on business needs and the essential functions of the position.

Employees requesting a variable work schedule must obtain prior written approval from their supervisor, with final documentation submitted to Human Resources. Supervisors are expected to review requests fairly and consistently, considering the impact on departmental operations, workload distribution, and overall productivity.

Work arrangements may differ depending on employee classification, departmental needs, and the nature of the position. Not all roles are eligible for variable scheduling, as some require daily on-site presence and direct interaction to fulfill core responsibilities.

Key Guidelines

Holiday Scheduling

When a recognized holiday occurs, full-time employees on an approved variable work schedule have two options:

- **Use Annual Leave:** Employees may use accrued annual leave to make up the difference between the holiday benefit (8 hours) and their regularly scheduled workday.
- **Revert to Standard Schedule:** With prior supervisor approval, employees may temporarily adjust to an 8-hour standard schedule during the holiday week to avoid using annual leave.
- Work a combination of longer days and take one day off (as long as you still total 32 hours worked plus the 8 hours of holiday pay).

Examples for Holiday weeks, this is one sample of many different variations that could be used

Work schedule is Monday–Thursday, 10 hours

- *If the holiday falls on a Monday:*
 - *Work Tuesday/Wednesday 11 hours each day and Thursday 10 hours. That gives 32 hours worked, plus the 8 hours of holiday pay.*
- *If the holiday falls on a Friday:*
 - *Work four 8-hour days*
 - *or do two 11-hour days and one 10-hour day*

Supervisors are responsible for ensuring adequate coverage and for applying holiday scheduling practices consistently within their department.

Participation in College Events and Meetings

If an employee is scheduled to be off under an approved variable work schedule, but a GBC event, meeting, or activity occurs during that time, the employee's schedule for that week should be adjusted to the standard 8-hour/day schedule to ensure attendance. This includes adjusting a possible 9/4 schedule when necessary if the designated time off conflicts with a GBC event, meeting, or activity. Supervisors are responsible for ensuring these adjustments are made so employees can fully participate in required college activities.

Extended Absences

Employees on a variable work schedule who are absent for five (5) or more consecutive workdays due to approved leave (e.g., sick leave, FMLA, or other extended absences) will be required to temporarily follow a standard schedule of 8 hours per day, 5 days per week, during any week in which they are on leave.

This adjustment ensures consistency in timekeeping, leave usage, and department coverage.

Suspension or Revocation of Variable Work Schedules

- Variable work schedules are a privilege and not a guaranteed right. Supervisors may suspend or revoke an approved schedule under the following circumstances:
 - Operational needs require a return to the standard schedule.
 - The employee's performance, reliability, or conduct no longer meet eligibility standards.
 - Departmental coverage, workload distribution, or student services are negatively affected.
- Any suspension or revocation must be documented in writing, provided to the employee, and a copy submitted to Human Resources for recordkeeping.

Overtime and Compensatory Time

- All variable work schedules must comply with the Fair Labor Standards Act (FLSA), Nevada Revised Statutes (NRS), and Nevada Administrative Code (NAC).
- For classified staff, overtime under a variable work schedule is calculated based on hours worked beyond 40 in a workweek, rather than hours worked in a single day.

Documentation and Approval Process

- **Submission of Proposal**
 - Employees must submit requests for a variable work schedule to their supervisor in writing.
 - **Classified Staff:** Complete and submit the "Request for Variable Work Schedule" form.

- **Administrative Faculty:** Submit a form outlining the proposed schedule and the justification.
- **Supervisor Review**
 - Supervisors will review requests to ensure departmental operations, workload distribution, and student services are not negatively impacted.
 - Supervisors have the authority to approve, deny, or conditionally approve requests.
 - Human Resources will provide guidance to ensure compliance with procedures and will maintain documentation of all approved agreements.
- **Communication of Decision and Recordkeeping**
 - Supervisors must notify the employee of their decision in writing.
 - A copy of the approval, denial, or conditional approval must also be submitted to Human Resources.
- **Modification Requests**
 - Employees wishing to modify an approved variable work schedule must submit a written request to their supervisor at least two (2) weeks in advance.
 - Requests may be denied if the change would negatively affect other employees' schedules, departmental operations, or service coverage.
 - Any approved modifications must also be submitted to Human Resources for recordkeeping.

This procedure ensures flexibility for employees while maintaining operational efficiency and exceptional service for GBC's students and community.