

Procedure: **Dependent Care-Workplace Alternatives**

Date Adopted: 05/01/94

Last Revision: 04/15/002

Accessibility Updated: 07/28/16

References: HRS Policies

1. **Job Sharing:** Job sharing is defined as the sharing of a full-time (1.00 FTE) position between two part-time employees. Individuals employed at least .50 FTE for at least 6 months shall receive insurance benefits.
 - A. **Staff:** A non-probationary full-time employee may initiate a job-sharing request. The request shall be subject to approval of the immediate supervisor and Dean/Director. Conditions of the job share arrangement shall be explained in writing and approved by the Director of Human Resource Services.
 - B. **Faculty:** Non-visiting faculty may enter into a job share agreement with approval of the Dean and Vice President of Academic Affairs. Terms of the agreement shall be set forth in writing.
2. **Telecommuting:** Telecommuting work is defined as work that can be accomplished in the employee's home. An employee's immediate supervisor and the appropriate Dean/Director may approve telecommuting work assignments. Consideration should be given to the employee's assigned job responsibilities and impact of the employee's work on his/her associates. A written agreement identifying the conditions of a telecommuting work assignment is required and must be reviewed by the HRS Director.
3. **Alternate Work Schedules:** An alternate work schedule is defined as a work schedule requested by an employee which allows the entire work day and work week schedule to start and/or end at an earlier or later time than the normal established work schedule.

The "normal established work schedule" is 8:00 a.m. to 5:00 p.m. Monday through Friday, with one hour for lunch, or another work schedule established by management to effectively operate the department's programs and meet objectives (e.g., 4-10's).

Employees may request an alternate work schedule; approval is at the discretion of the supervisor. If an employee's request is denied, supervisors are encouraged to explain why an alternate work schedule is unacceptable.

Nothing in this policy limits the authority of a supervisor to establish or change work schedules as necessary for the successful operation of the department and subject to collective bargaining agreement provisions. Supervisors are reminded that offices that have high public/student contact should remain open daily from 8:00 a.m. to 5:00 p.m. in accordance with 2-16-117, M.C.A.

4. **Telephone Access:** Personal local phone calls may be allowed to children, teachers, doctors, day care providers, and other family members to inform them of unexpected schedule changes and for other essential personal business. Calls of this nature must be kept to a minimum and shall not interfere with departmental operations. Essential personal long-distance calls must be collect or charged to a personal credit card.
5. **Family Business Leave:** Employees may obtain supervisory approval for short absences for events that cannot be scheduled after work hours. Types of absences may include medical appointments, parent-teacher conferences, and school performances. Supervisors are encouraged to allow employees to make up the time within the same workweek or approve paid annual or sick leave in accordance with applicable policies.
6. **Work Site Child Care:** With the approval of the immediate supervisor, Dean/Director, and Director of Human Resource Services, employees may provide care of their child at the regular work site. The employee and Dean or Director shall sign a written agreement. The agreement shall include, at a minimum, specific work hours, age limit of the child, location of the childcare, a method for handling office disruptions and conflicts, and term of the agreement.
7. **Reduced Work Hours:** Employees may request supervisory approval of reduced working hours on a temporary, fixed or ongoing basis. Employees must work at least 20 hours per week to be eligible for certain benefits.