

**Gadsden State Community College
Flexible Work Schedule Policy for Public Service**

It is the policy of Gadsden State Community College to permit the participation of its employees in public service. Any employee who holds an elected or appointed position in the public service of the state, or of any county or municipal government, or of any instrumentality of such government, may request of the president a flexible work schedule. The president must determine that an employee's job responsibilities will be completely satisfied with the approval of the employee's request. Extra duties or responsibilities shall not be imposed on any other employee as a result of the approval of the request. The college shall not discriminate among its employees in providing the opportunity for public service, except military service, which is determined by law.

Name of Employee _____

Job Title _____

Elected or Appointed
Public Service Position(s) _____

Submitted by
Cabinet Member _____ Date: _____

President's Approval _____ Date: _____