

SECTION: Personnel Policies and Procedures / Employment Work Schedule

NUMBER: F/4.2

SUBJECT: Flexible Work Schedule Policy for Public Service

SOURCE REFERENCE: Board of Trustees Policy 608.01

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## 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. **(See Form F/4.2-A)** 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.

Each employee granted permission by the President to have a flexible work schedule must keep a weekly log of their work hours. This log must be supplied by the employee upon request of the President. **(See Form F/4.2-B)**