

**BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS**

**POLICY B-12**

**WORK SCHEDULING**

**Section 1. General**

- 1.1. Scope — This rule establishes guidelines related to work scheduling for classified and non-classified employees of BridgeValley Community and Technical College (BridgeValley) Board of Governors.
- 1.2. Authority — W. Va. Code § 18B-7-5, § 18B-1-6 & § 18B-7-9
- 1.3. Effective Date — July 12, 2013

**Section 2. Definitions**

- 2.1. Flextime Work Schedules – Work schedules which do not comply with the College’s normal work schedule of 7.5 hours worked per day and a five (5) day work week. Flextime work schedules may include, but are not limited to, job sharing, and four-day work weeks.

**Section 3. Flextime Work Schedules**

- 3.1. Each unit may establish flextime work schedules for its employees in cooperation with the respective dean or director.
- 3.2. An employee may initiate a request for a flextime schedule; the immediate supervisor must authorize or deny the request based upon the operational needs of the unit.
- 3.3. Employees on flextime schedules are required to work the proper number of hours during the week, consistent with their position full time equivalency (FTE).

**Section 4. Changes to Employee Work Schedules**

- 4.1. BridgeValley is committed to maintaining reasonable continuity in working schedules and conditions for its employees. Temporary changes to an employee’s work schedule not based upon strong operational need shall be discouraged.
- 4.2. Changes in employee work schedules due to operational need must be communicated directly to the affected employees. When possible the institution shall provide the employee with a fifteen (15) day notice of such changes.

