

**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: Flexible Work Arrangements Summary Policy

4. Whether the employee's activities, performance, and results can be measured effectively through offsite supervision;
 5. Whether the department can continue to meet its standards for service and staff availability;
 6. Whether the employee proposing the Flexplace arrangement has a demonstrated record of excellent time-management skills and satisfactory, independent work performance;
 7. Whether there are effective methods for communicating between the employee and supervisor;
 8. The frequency and schedule for the employee being on-site to meet with the supervisor, co-workers, and customers;
 9. How the proposed Flexplace arrangement may affect cross-training initiatives, team-based approaches, and other similar strategies; and
 10. Expectations for availability during the work day.
- d. Approval of Flexible Work Arrangements.
1. Upon receipt of a Flexible Work Arrangement proposal, the supervisor receiving the request will discuss the request with the employee. While each department and division is structured differently, the supervisor must discuss the request with their division vice . v

- f. Modifying or Terminating Flexible Work Arrangements.
 - 1. Modifying Flexible Work Arrangements
 - i. Once approved, the employee may not modify the Flexible Work Arrangement without the written consent of their supervisor.
 - ii. A supervisor may modify an approved Flexible Work Arrangement if the supervisor or relevant Cabinet member or dean determines that such modification will better meet the current needs of the department and/or the College. Any modification will be specified in writing.
 - iii. The supervisor will make every effort to provide the employee with at least two weeks' prior written notice.
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The supervisor and their vice president will evaluate the short-term unexpected needs work arrangement on the following factors:

1. Operational needs of the specific department and the College along with the impact of the request on students, faculty, parents, and staff;
2. Ability for a department to maintain appropriate staffing levels 0

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k. Benefits and Applicable Employment Laws

An employee working under a Flexible Work Arrangement will be entitled to the same College benefits as a similarly situated College employee working on campus. Leave time must be submitted based on the hours that the employee is scheduled to work on the day(s) they are sick or taking personal or vacation leave.

All Flexible Work Arrangements are subject to applicable employment laws, including the Fair Labor Standards Act, Florida state employment law, and the Florida Worker's Compensation law.

The College has insurance coverage to protect its property. This insurance will not cover any personal property that is used at home, and will only cover College equipment brought to a defined Flexplace work site if it has been listed with the Business Services Office and Information Technology.

NEW: 11/10/2020

Please send completed forms to LSSC