MOTLOW STATE COMMUNITY COLLEGE

SUBJECT: Alternate Work Arrangements for Non-Faculty Employees

Motlow State Community College (MSCC) does not unilaterally endorse TBR Policy No. 5:01:01:20, Alternate Work Arrangements, for implementation at the College. As TBR policy states, alternate work arrangements are not a universal employee benefit or employee right. Policy permits each institution the flexibility to identify those positions eligible for alternate work arrangements and establish the parameters of these assignments.

The agreement changes the core work area of the employee. This agreement is not to be confused with the work performed by administrative employees from home that is in addition to their 37.5 hour work week. As noted in TBR Policy No. 5:01:00:00, General Personnel Policy, full-time administrative personnel shall be required to devote sufficient time to complete their assigned duties and responsibilities.

Several issues have been identified that make an alternate work arrangements policy difficult to endorse, monitor and support:

- Workers’ compensation liability;
- Health and safety issues of home offices;
- Monitoring of time worked in compliance with the Fair Labor Standards Act (FLSA);
- Safeguarding of restricted-access information and materials.

Because of these important issues, the use of alternate work arrangements by Motlow employees will only be permitted in a case-by-case basis for extraordinary circumstances, and/or under a College declared emergency. Vice-presidents will recommend any required alternate work arrangement assignments in their respective areas to the President for final approval. Following approval, an Alternate Work Arrangement Agreement form will be completed (available in TBR Policy No. 5:01:01:20, Exhibit 1).

Please contact the Office of Human Resources at 931-393-1544 for further clarification.

SOURCE: MSCC XR: NONE