

Driving Strategic Priorities with Flexible Work Arrangements

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HUDSON
COUNTY
COMMUNITY COLLEGE



Presentation Overview

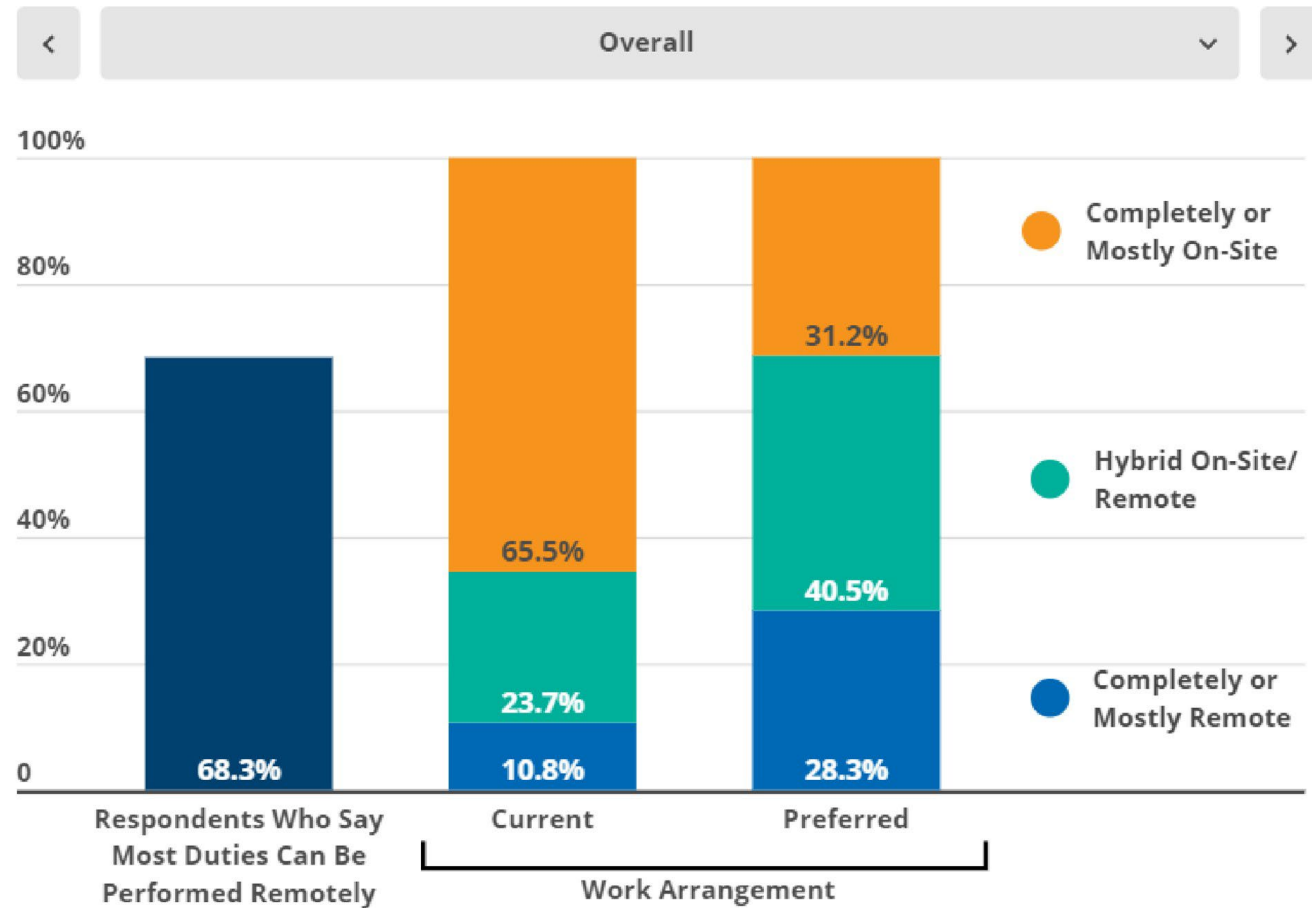
- Current and Preferred Work Arrangements – Nationally
- Case Study – Middlesex College
- Case Study – Hudson County Community College

Why Flex Work?

2023 Employee Retention Survey

Current and Preferred Work Arrangements

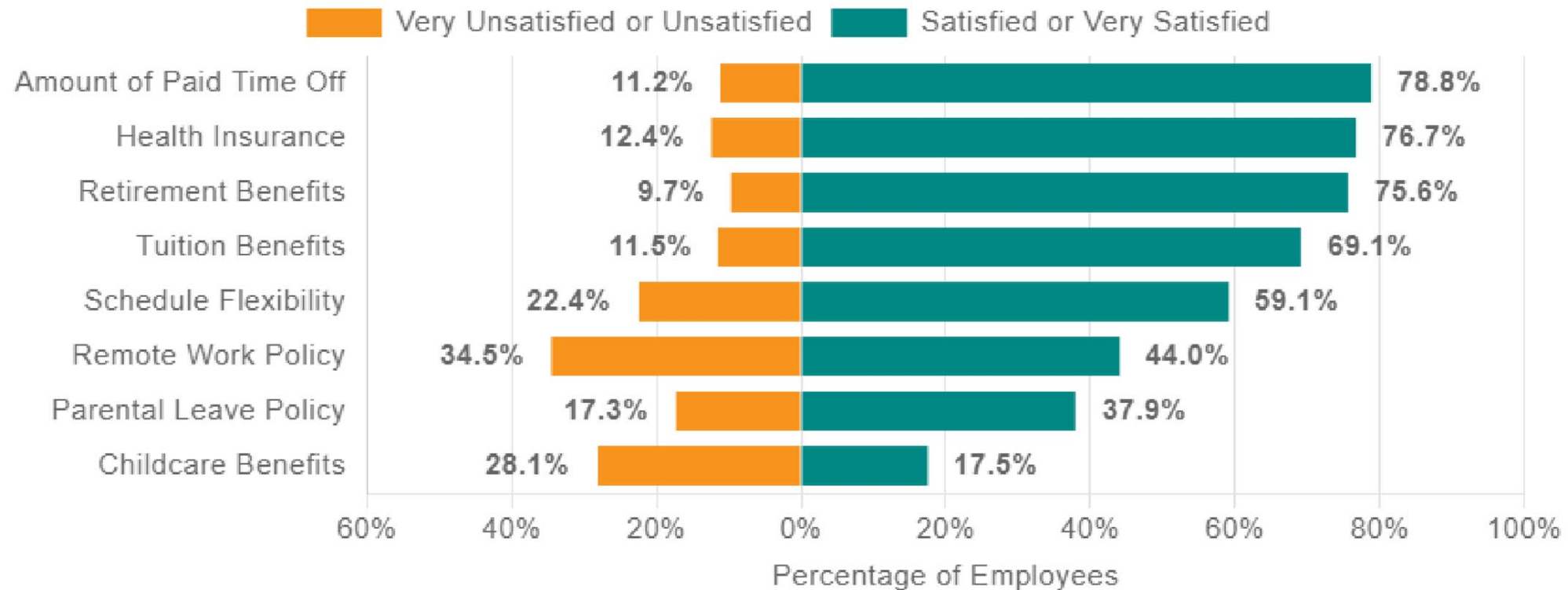
“Two-thirds of higher ed employees believe most of their duties can be performed remotely and two-thirds would prefer hybrid or remote work arrangements, yet two-thirds are compelled to work mostly or completely on-site.”



Employee Retention

2023 Employee Retention Survey

Satisfaction With Benefits



Employee Productivity

“Most employees are not looking for drastic changes in their work arrangements. Even small changes in remote policies and more flexible work schedules can make a difference. Allowing one day of working from home per week, implementing half-day Fridays, reducing summer hours and allowing employees some say in their schedules are all examples of flexible work arrangements that provide employees some autonomy in achieving a work-life balance that will improve productivity and retention.”



Middlesex College Flexible Work Arrangements

Background of Flexible Work at Middlesex College

- March 2020: No remote work option prior to COVID-19 pandemic
 - Forced to implement remote work with minimal time to prepare
- Feedback from hiring managers and search committees reported difficulty attracting candidates where at least partially remote work was not offered
- August 2021: With support of President and executive team, Board of Trustees approved resolution to adopt Policy and Procedure 4.18.0 “Remote Work”, applicable to non-represented administration and staff
 - Subsequently entered into agreements with faculty (Counselors, Librarians) and support staff bargaining units, including remote availability during weather closures

Board Procedure and Remote Work Agreement (“RWA”)

- Key components of Board Procedure
 - Built with input from key stakeholders such as IT, Legal, Labor Relations, managers and impacted employees
 - Job duties must be able to be completed remotely without diminishment of quality or efficiency
 - Employee has necessary equipment and technology available (ex: Wi-Fi) at home
 - Employee has demonstrated ability to work well with minimal supervision
 - No change to hours, responsibilities, work rules or overtime eligibility
 - Clear language on both employee and supervisor expectations
- Remote Work Agreement
 - 30-day trial period, with check-ins at six (6) month intervals
 - Department head signs off on schedule and technology needs
 - Notes specific job duty expectations during remote day(s)

Myths and Misconceptions

- “Our department is more efficient in person”
 - Pinpoint inefficiencies and update standard operating procedures
 - Consider implementing systems that would increase efficiency, such as moving away from paper
 - Train teams on available resources (ex: Microsoft Teams, Zoom)
- “The employee’s position isn’t a good fit for remote work”
 - Challenge the manager’s mindset by taking the position of having to prove why the employee can’t work from home, not why they can
 - Know that employee can find at least partial remote work if it is valuable to them
 - Flexibility is part of our value proposition
- “If everyone can’t work remotely, nobody should”
 - Consider the impact of this position on employee morale
 - Take an alternate approach – how can I coach my team so that everyone who can work remotely is able to do so?

Myths and Misconceptions

- “Students expect us to be in the office”
 - True in some cases, not all
 - Rotating staff on campus and remote so there is always someone available
- “Remote work has nothing to do with DEI”
 - Rigidity in benefits and policy is the enemy of attracting and retaining a diverse workforce
 - Equity and equality are not the same – consider impacts of unequitable application of remote work
 - Provide skills training

Summer Work Agreement

- Most full-time faculty and staff eligible for flexible summer work agreement
- Typically off on Fridays to shut down buildings, but some Mondays where coverage needed
- Fourteen (14) weeks between May and August
- 35/40 hour workweek in four (4) days per week
- Memorandum of agreements in place with impacted bargaining units
- Adjustments for holiday weeks (Memorial Day, Juneteenth, Labor Day)

Apps and Services

- Coronavirus Information
- Middlesex College
- Email
- Canvas
- ADP Self-Services
- HR
- Self Service
- Admin Roster
- Class Roster
- My Class Schedule
- Grading
- Colleague UI v5
- IA Marketing & Communications
- Office 365
- Password Management
- Get IT Help
- Directory
- Calendar

Summer Work Agreement 2024

Posted On May 2, 2024 at 12:39 pm [Back to List](#)

This summer many College offices and departments will follow a four-day work schedule. The general terms are summarized below. For details regarding summer work schedules, please refer to your individual union agreement or applicable handbook. Please note that participating employees must work the extended hours noted below, regardless if working on-campus, remotely, or any combination thereof.

- ▶ The four-day schedule will start the week beginning May 13. The first Friday off will be May 17.
- ▶ The four-day schedule will end the week beginning August 12. The last Friday off will be August 16.
- ▶ The College will be closed Monday, May 27 for Memorial Day. The workweek for the week beginning May 27 will consist of only three extended days.
- ▶ The College will be closed Friday, June 21 for Juneteenth Day. From Monday June 17 through Thursday June 20, employees will revert back to their standard 7-hour or 8-hour workday. Those taking paid time off during that week will only be charged for 1 day, not 1 ¼ days.
- ▶ The College will be closed Thursday, July 4 for Independence Day. The workweek for the week beginning July 1 will consist of only three extended days.
- ▶ Participating departments that require Friday coverage will observe a modified version of the four-day schedule.
- ▶ Employees who work a 35-hour workweek will work 8 ¾ hours per workday plus a 30-minute lunch.
- ▶ Employees who work a 40-hour workweek will work 10 hours per work day plus a 30-minute lunch.
- ▶ During the summer four-day schedule, one full day off equals 1 ¾ days off on time sheets or attendance reports. The individual union agreements clarify how portions of days will be charged.
- ▶ In advance of the first week of the four-day schedule, employees may choose to work a standard schedule for four days and use one accrued vacation day, personal day, or floating holiday. In some cases, employees may alternatively elect to take an unpaid day for the fifth day of the week.
- ▶ Departments that provide essential services to students must remain open until 5:45 p.m. during the four-day workweek.

Questions regarding the summer work agreement should be directed to The Office of Human Resources at human_resources@middlesexcc.edu.

Resources

- Recorded training module on YouTube
- CUPA-HR remote work resources
- Post and update best practices from EAP carrier
- Individual HR business partner meetings – supervisors and reports

The screenshot shows a YouTube video player with a green background. The video title is "Middlesex College Remote Work Procedure Overview Training for Non-Union Employees" and it is marked as "Effective: August 30, 2021". The video is from the channel "Middlesex College" and has 55 views. To the right of the video player is a list of recommended videos, including "How to HR A Baseball (BACK TO BASICS)", "A Plan Is Not a Strategy", "A Day in the Life of a Project Manager | Indeed", "Dude Perfect vs. MLB Pitcher", "How to Introduce Yourself in An Interview (The BEST ANSWER)", "Ron Washington runs Braves rookie Ozzie Albies through...", "Easton Hype Fire vs CatX Composite USSSA", and "How to Speak".

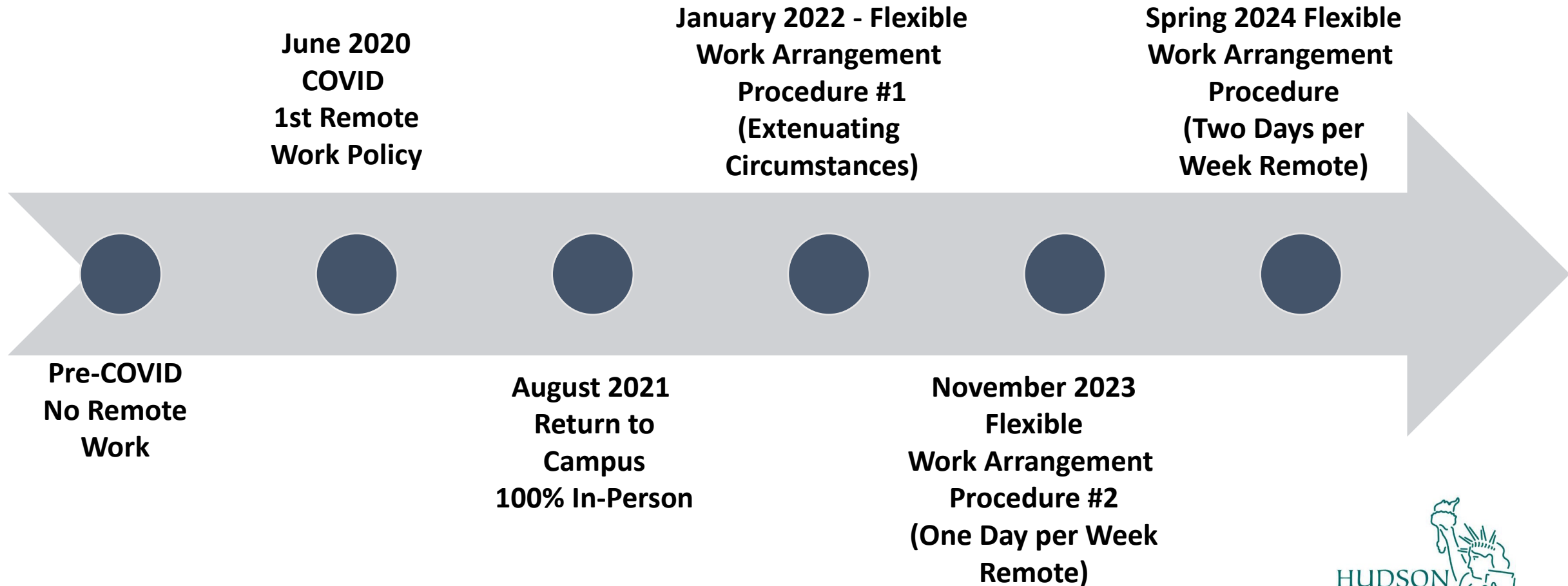
The screenshot shows a web browser displaying the CUPA-HR knowledge center page for Flexible Work. The page has a navigation menu on the left with categories like Academic HR, Benefits, Compensation, Compliance, Culture & Community, Employee Relations, Health and Well-Being, Leadership & Strategy, Operations, Recruiting, and Training & Development. The main content area is titled "Flexible Work" and contains text explaining flexible working practices and the importance of communication. Below the text is a list of additional resources, including Multi-State Resources, Example Policies & Programs, Forms and Templates, Guides, Training and How-Tos, and Additional Resources.

Flexible Work Arrangements

Hudson County Community College



Flexible Work Arrangements | A Timeline





Website: <https://www.hccc.edu/abouthccc/policies/dept/hr/fwa-policy.html>

PURPOSE

- The purpose of this Policy on Flexible Work Arrangements is to ensure that Hudson County Community College (“College”) permits flexibility in the workplace, allows employees to balance personal and professional responsibilities, and manages emergencies that the College may face from time to time.

Overview

- Supervising Cabinet members or Supervisors with Supervising Cabinet Member’s review and approval may implement an alternate work schedule for their unit that meets business and employee needs, and supports the mission, vision and values of the College. Flexible work arrangements for the unit may include remote work, compressed week schedule, alternate schedule, hybrid schedule, or flex time. The Supervisor may establish guidelines and best practices for the unit to support an alternate or hybrid work schedule. The schedule may be assessed from time to time to ensure the continued support of the mission, vision, and values of the College.

Flexible Work Arrangements

Sample Guiding Principles for Student Affairs and Enrollment

Which Offices/Employees?

- Supervisor Discretion/ Every Office is Different
- #1 Priority: Student and Employee Service
- Must Be Pre-Scheduled
- Should Not Create More Work for Supervisors

Eligibility

- Technology Proficiency: Jabber, Teams, Outlook
- Cameras On/Attend In-Person When on Campus
- Remote Work "101"

Implementation/Assessment

- One Semester at a Time
- Each Office Submits Plan
- Flexibility Goes Both Ways
- Student and Staffing Needs May Change Weekly

Employee Testimonial

"As someone who has said in the past, the only thing I would change about my job is the commute, remote work has been a game changer. With a commute that can be up to 90 minutes one way, remote work has allowed me to participate in before and after school activities with my kids that I wouldn't otherwise be able to two days a week."

-Chris Conzen, Executive Director

Summer Schedule

SUMMER HOURS – All Employees

This year the four-day week will begin on **Monday, May 13**, with the first Friday off scheduled for **Friday, May 17**. The regular hours of operation during this period will therefore be 8:30 a.m. to 5:30 p.m., Mondays through Thursdays. An alternate schedule request should be discussed with supervisors. The five-day schedule will **resume on Monday, August 19**.

TIME-OFF DURING THE SUMMER (Sick and Vacation Days for Full-time Employees)

Employees Whose Regular Schedule is 35 HOURS

- One **work day** will be counted as 8.5 hours with a 30-minute **lunch** period.
- A full **sick day** during this period will be counted as 8.5 hours.
- A **week's vacation** is counted as 4 days (35 hours). Vacation time carry over limits are outlined in the relevant Collective Bargaining Agreement. Confidential employees may contact HR@hccc.edu with any questions.

Employees Whose Regular Schedule is 40 HOURS

- One **work day** will be counted as 9.5 hours with a 30-minute **lunch** period.
- A full **sick day** during this period will be counted as 9.5 hours.
- A **week's vacation** is counted as 4 days (40 hours). Vacation time carry over limits are outlined in the relevant Collective Bargaining Agreement.

Leave and Time-off Options

- FMLA and other Statutory Leaves
 - Flexibility of use of accrued time
- Personal Leave option
- Holidays – Recent Additions
 - Juneteenth
 - Diwali
 - Eid al-Fitr
- Religious Holiday Accommodation

Employee Feedback

- Job Satisfaction & Support;
- Faculty & Staff Well-being;
- Diversity, Inclusion & Belonging



Hudson County Community College is honored to be named to
2023 GREAT COLLEGES TO WORK FOR HONOR ROLL!

Committed to the diversity, equity and inclusion, ensuring all members
of the College community feel heard, seen, and valued.

HUDSON
COUNTY
COMMUNITY COLLEGE
Hudson is Home!

Questions?