

Alternative Work Arrangements Policy	Policy Number	6.5
	Effective Date	TBD

1.0 POLICY & PURPOSE

Laramie County Community College (LCCC) recognizes that the ability for the College to attain its mission is directly related to its ability to recruit and retain the most talented, motivated, and productive employees. The Board of Trustees believes that the ability to provide alternative work arrangements for employees may offer an innovative way to meet the operational needs of the College and at the same time being able to attract and retain talented staff while supporting their needs and desires for work-life balance.

Although the Board of Trustees desires to provide a working environment that is appealing and flexible to the needs of the LCCC's employees, the Board is staunch in its belief that the operations of the College should be conducted during times and in the fashion that delivers the highest level of quality service aligned to the needs of its students and other primary stakeholders, both internal and external. Core operational/business hours should be set by the President and evaluated regularly to determine if the Board's expectation with this regard are met.

Therefore, the purpose of his policy is to set forth the Board of Trustees' beliefs with the matters above, and to direct the President of LCCC to develop and maintain in Administrative Procedure(s) pertaining to types of alternative work arrangements that may be available to certain College employees, the process for evaluating requests for alternative work arrangements to ensure that College operations are of the highest quality and aligned with stakeholder needs, and the process for consistent, equitable, and objective review to determine approval for such requests.

2.0 REVISION HISTORY

Adopted on: **TBD**

3.0 PERSONS AFFECTED

All LCCC employees are potentially impacted by this policy, especially regular benefited employees.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Tammy Maas, Executive Director, Human Resources	TBD*
Approval by President's Cabinet		
Approval by President (Signature)		
Approval by Trustees (Signature)		