

GCCC Policy Add Template

Category: Personnel

Division: HUMAN RESOURCES

Department: [Click here to enter text.](#)

Policy Title: FLEXTIME - FACULTY

Policy Statement: The regular workday for faculty is from 8:00 a.m. to 4:00 p.m. unless an approved flextime schedule is established, in accordance with Article IV, Section D of the Negotiated Agreement. Flextime scheduling is defined as adjusting the hours of work in order to complete assigned duties.

A full-time instructor whose teaching assignment is outside the regular workday (evenings and weekend courses) is entitled to use flextime on an hour-for-hour basis, within the same work week. The flextime schedule is for the entire semester and must be posted for use by students, colleagues, and others.

Procedures: [Click here to enter text.](#)

Contacts: [Click here to enter text.](#)

Approved Date: 2/1/2020

Policy History: 01/16/2016, 02/01/2020

Keywords: [Click here to enter text.](#)

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