



# MERCED COLLEGE FLEXIBLE WORKWEEK

## 2025-2026

Merced College values the dedication and professionalism of its employees. The Flexible Workweek reflects our belief that employees can thrive when given opportunities to balance work responsibilities with personal needs.

### Key principles:

- **Student and College Needs Come First:** Flexibility is encouraged as long as instructional, operational, and service needs are met.
- **Accountability:** Employees must continue to meet their full workload, contractual hours, and performance expectations.
- **Approval:** Flexible schedules should be discussed and approved with supervisors to ensure appropriate coverage.
- **Professionalism:** Employees working remotely are expected to remain accessible, responsive, and engaged during their scheduled work hours.
- **Consistency with Law and Policy:** All provisions of the California Education Code, collective bargaining agreements, and College policies remain fully in effect.

The Flexible Workweek is a partnership between employees, supervisors, and the College community. By balancing flexibility with responsibility, we can support employee well-being and maintain our shared commitment to excellence.

---

## Frequently Asked Questions (FAQs)

### 1. What is the Flexible Workweek at Merced College?

Contingent on approval of the immediate supervisor, the Flexible Workweek allows eligible employees to work remotely on Fridays and/or adjust their daily schedules during the week, provided these arrangements continue to meet the operational needs of the College. A 5/8 schedule remains the norm,

and all other schedules would be considered “adjusted.” A flexible work schedule may include changes in hours worked per day/week, split shifts, weekends, number of days per week, and variable start and stop times.

**2. What other CA community colleges are doing this?**

None! Merced College's innovative approach to change means we are first in rolling out a College-wide flexible workweek.

**3. Does this change my required number of work hours or workload?**

No. Employees are still expected to work their full contractual or assigned number of hours and meet all performance standards.

**4. How do I request a flexible schedule?**

An employee may request a change in work schedule by submitting a completed [Alternate Schedule Request](#) form for approval.

**5. How can I request a change to my work modality from onsite to remote?**

An employee may request a change in modality or work location by submitting a completed [Remote Work Application](#) for approval. The manager may approve the application if it meets the needs of the District and other needs pertinent to the functions of the position.

**6. Can I work remotely every Friday?**

Yes, if your supervisor approves and your job duties can be performed remotely. Some roles may require in-person attendance every Friday or on particular Fridays.

**7. What if my role requires me to be on campus on Fridays?**

If your position requires Friday presence, you may not be able to work remotely that day. However, you may still request adjustments on other days if feasible.

**8. Does this affect my leave accrual, benefits, or employment rights?**

No. All leave, benefits, and employment rights remain unchanged.

**9. May I work more than 10-hours per day as my regular schedule?**

While it is not unlawful to work up to a 12-hour shift, the District and CSEA have agreed to up to a 10-hour workday as a reasonable adjustment to allow for more flexibility within the workweek. There may be times when a manager approves a longer day based on District need, but longer days should not be the norm in order to maintain employee well-being.

**10. What happens to my adjusted schedule during a holiday week?**

In order to equitably apply the holiday, employees should revert back to a 5 day/8 hour schedule during that week as a default. Managers may approve adjustments to the 5/8 schedule, but employees are still responsible for the full 40-hour workweek or whatever proration of that is their normal assignment (i.e., for 19 hour employees).

Ex. 9/1/2025 is Labor Day – a College holiday. An employee who has shifted to a Monday-Thursday 10-hour per day schedule would get 8 hours of holiday pay for the Monday holiday and still have 32 hours to work during the week, which may mean (1) working 2 hours on Friday or (2) taking 2 hours of vacation time (if approved).

**11. How do holidays work for 19-hour permanent classified staff?**

Nothing has changed: 19-hour classified staff receive a proration of the holiday (47.5%), or 4 hours. They should be assigned their other 15 hours throughout the week.

**12. How do breaks work?**

Rest breaks and meal breaks are considered separate and, according to state law, are not taken at the same time. Providing the breaks separately is meant to avoid burnout or fatigue.

As during summer, employees assigned to a 10-hour, 4-day workweek, shall receive an additional break of 20 minutes. Those working between 9 and 10 hours will receive an additional 10-minute paid break period.

Paid breaks are not meant to be combined with each other or with the employees unpaid lunchtime, except in extenuating circumstances and as approved by the manager.

**13. Can I shift my hours earlier or later in the day?**

Yes, with supervisor approval. For example, you may work 7:00 a.m.–3:30 p.m. with a half-hour lunch instead of 8:00 a.m.–4:30 p.m., provided coverage and service levels are maintained.

**14. Will meetings still be scheduled on Fridays?**

No, except in truly extenuating circumstances. Friday is meant to be a hyflex day when employees can focus on their work.

**15. Can my flexible schedule change from week to week?**

Possibly, with approval, but consistency should be the general expectation. Supervisors and employees may agree to adjustments when operational needs or workloads change.

**16. May I temporarily shift to a flexible schedule or change my schedule to avoid using my vacation or sick time?**

No. The intent of the flexible schedule is not to be in lieu of using sick time or vacation time. It should be your new standard schedule. The application of sick and vacation has not changed.

**17. What happens if there is a conflict between my flexible schedule and departmental needs?**

College needs always take priority. Employees may be asked to adjust schedules or work on-site if necessary to support students and operations.

**18. How does this align with California Education Code?**

The Flexible Workweek complies with the Education Code and all applicable laws. Instructional contact hours, student services, and employee rights remain fully in effect.

**19. Who should I contact with questions?**

Start by discussing scheduling with your supervisor. If additional guidance is needed, please contact Human Resources.