

# Reimagining Work at NMC (DRAFT - Spring 2021)

## Guiding Principles

Great work doesn't always happen between 8 a.m. - 5 p.m., Monday through Friday, in a building on campus. Sometimes it happens at 5 a.m. over a cup of coffee before you wake the kids for school, or at 7 p.m. after you've taken your mom to get her groceries for the week. Our students' lives also don't fit neatly into regularly scheduled "work hours." The COVID-19 pandemic has forced us to try new ways of working and in the spirit of NMC's highest value, we have learned a lot.

NMC will now embrace flexible work options not only through our policies, but also through our culture. Simply, work that can be done from home, may continue to be done from home. The College will continue to improve its processes and technologies such that work can be performed with increasing flexibility over time.

The ultimate goal of this approach will be: To meet the needs of our learners by attracting, retaining and supporting a healthy, dynamic and talented workforce that demonstrates the following NMC values:

- Lifelong learning
- Collaboration
- Continuous improvement
- Innovation, agility and thoughtful risk-taking
- Ethical actions
- Integrity and personal responsibility, exhibited through transparency, openness and trust
- Responsible stewardship
- Exceeding expectations
- Exhibiting foresight

Student success must be our highest priority. As employees and supervisors assess flexible work options the following key principles will guide the decision making process.

- **Balance:** Some work and positions are more amenable to flexible work arrangements.
- **Equity:** While being true to our values, there is equity, as much as possible, in how flexible arrangements are configured within an area and across the college.
- **Effectiveness:** Flexible work arrangements must be cost neutral and cannot cause a reduction in effectiveness or efficiency of work.
- **Service:** We must maintain the highest level of service to our students and to each other. If flexibility causes a drop in service levels, then we must address it.
- **Creativity/Innovation:** We operate with a bias toward overcoming obstacles and creating a better path forward.

Committing to this new approach will require adjustments along the way as we continue to refine how this approach is put into action across a college with many unique offerings and needs. We welcome the evolution and co-creation from our college community.