

# ALTERNATIVE WORK SCHEDULE



EMPLOYMENT RELATIONSHIP POLICY SERIES

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<b>Scope:</b>	Eligible employees	<b>Training Needed:</b>	n/a
<b>Associated Form:</b>	Alt-Work Form	<b>Training Frequency:</b>	n/a

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## PURPOSE

The purpose of this policy is to establish the eligibility requirements and expectations around the City's Alternative Work Schedule policy.

## DEFINITIONS

**Alternative Work Schedule:** A specific work schedule that allows for flexible or alternative hours outside of the typical or standard operating hours for the department; may be flextime or compressed time.

**Eligible Employee:** An employee that has been employed for a minimum of one year of continuous, regular employment at the time of the request; have a satisfactory attendance record; must have received at least "exceeds expectations" in their last performance review; and is employed in a position that is suitable for an Alternative Work Schedule (determined by the employee's Department Head).

**Flextime:** An employee works eight hours per workday, but there is flexibility in an employee's set scheduled starting and ending times.

**Compressed Time:** An employee works more than eight hours per workday, thereby reducing the workweek. For example: 10 hours per workday, reducing the workweek to four days a week; or nine hours per workday for four workdays and a final workday of four hours in that workweek.

## POLICY

City of Florence is committed to helping employees face the demands of juggling work, family, and personal obligations by offering several possible flexible work arrangements. These arrangements provide employees with increased flexibility with their work schedule while allowing the City to maintain a progressive and productive work environment.

All Eligible Employees will be considered for alternative work scheduling on a case-by-case basis in situations where creative work schedules have been shown to accomplish both work and personal goals, to provide coverage for individual department operations, and to serve the City as a whole with increased productivity at no expense to quality output.

The Department Head is responsible for identifying if an employee's position is eligible for an alternative schedule and what type of alternative work schedule is appropriate for the position and within the department. This may include determining if the entire department or an entire shift must convert to one or more of the

above alternative scheduling options. To determine whether an employee's request for an individual alternative work schedule is appropriate, the Department Head must assess the impact and the outcome in terms of production, quality, and absenteeism, and if one or a combination of the above arrangements is in the best interests of the department, the City, and the employee.

Note: Alternative Scheduling may not be a substitute for Family Medical Leave. Please communicate with Human Resources to determine if Family Medical Leave is more appropriate.

Not all positions at the City of Florence are appropriate for alternative work scheduling. In general, jobs appropriate for remote work are those in which face-to-face interactions are minimal or that may be scheduled to permit alternative work, and in which the employee can perform all aspect of the positions outside standard hours, and the employees alternative scheduling would not cause a significant disruption to performance, service delivery, or collaboration and communication with other staff.

Participation in City's this program is at City's option. The City may terminate the employee's alternative work privileges at any time with reasonable advance notice (see below).

### **Eligibility**

The City will make an exception to the minimum requirements of an Eligible Employee when an employee with a disability (under federal or Oregon law) requests alternative work scheduling as a reasonable accommodation and provides verification from a healthcare provider of the employee's need for the alternative work schedule. This is subject to the City's determination of whether providing an alternative work schedule as an accommodation would create an undue hardship on the City's operations.

The City reserves the right to add to or change any of the eligibility requirements described in this policy. Employees requesting formal alternative work schedule arrangements must agree to enter into a Alternative Work Schedule Agreement with the City (see below).

### **General Policy Statements**

- An alternative work schedule can be informal, such as working alternative hours for a short-term project, during inclement weather, or on the road during business travel, or formal, as described below. All informal work arrangements are made on a case-by-case basis, focusing first on the business needs of the City.
- Any alternative work arrangement made will be on a trial basis for the first three months, and may be discontinued, at will, at any time at the request of either the employee or the City. At the conclusion of the trial period the employee and their manager will each complete an evaluation of the arrangement and make recommendations for continuance or modifications. The work arrangement will be reviewed at least annually thereafter to ensure continued success.
- Professionalism in terms of job responsibilities, work products, and customer or public contact will continue to conform to the same high standards as currently being met by City employees. The employee's duties, obligations, and responsibilities will not change solely because of remote work. The employee will meet or communicate with their supervisor as often as the supervisor believes is necessary to receive assignments, review work progress, and complete work. Employees may be required to attend meetings at an assigned time outside the employees approved alternative working schedule if given advanced notice.
- Employees are expected to adhere to all City policies during Employee's alternative work arrangement with the City.
- The availability of an alternative work schedule can be discontinued at any time at City's discretion. Every effort will be made to provide 30 days' notice of such a change to accommodate commuting, child

care and other problems that may arise from such a change. There may be instances, however, when no notice is possible.

### **Requesting Alternative Work Scheduling**

Employees interested in requesting an alternative work schedule should speak with their direct supervisor or Department Head. The employee and the Department Head must discuss the suitability of a remote work arrangement and consider:

1. whether the job performed by the employee is appropriate for remote work; and
2. scheduling issues.

If the employee and the Department Head agree on these issues, an alternative work schedule agreement will be prepared and signed by all parties.

### **Discipline**

- If an employee violates any term of this policy, or the Alternative Work Schedule Agreement, the employee's alternative work schedule privileges will be immediately revoked and the employee may be subject to discipline, up to and including termination.
- The Department Head or an employee's direct supervisor may terminate the employee's alternative work schedule privileges at any time.

## **PROCEDURES**

1. Interested employees should speak with their Department Head to determine eligibility of their position for Alternative Work Scheduling.
2. Department Head should review eligibility requirements with the Employee and reach an understanding with the employee about the following:
  - a. Eligibility;
  - b. Days and Hours of Work;
  - c. Communication Methods and Expectations Surrounding Communication;
  - d. Expectations Surrounding Professionalism; and
  - e. An Understanding of Management's Right to Modify or Terminate the Agreement
3. Both parties (employee and Department Head) complete and sign off on the Alternative Work Schedule Agreement.

## **RESPONSIBILITIES**

Managers and Supervisors: Ensure employee's work responsibilities can be performed from another schedule that will not harm the business interest of the City.

Employees: Ensure compliance with processes.

# Alternative Work Schedule Agreement

See HR Policy 101.020; version 1.00



This Alternative Work Schedule Agreement is made by and between \_\_\_\_\_ (“Employee”) and the City of Florence.

## INTRODUCTION

- A. Employee is currently employed by the City of Florence as a Regular employee in the position of \_\_\_\_\_.
- B. The City and Employee agree to begin an alternative work schedule arrangement whereby Employee would work alternative days hours (see below) starting \_\_\_\_\_.
- C. Employee understands that an alternative work schedule is a cooperative arrangement between the City and Employee, not an entitlement.
- D. Alternative work schedule arrangements can be modified at any time by the City or by mutual agreement between the City and Employee. The Agreement can be terminated at any time by either party.
- E. The provisions of the City’s Alternative Work Schedule Policy are incorporated by reference and apply unless and to the extent specific provisions or policies are contradicted or expressly superseded by this Agreement.

## AGREEMENT

### I. CONTINUATION OF BASIC TERMS AND CONDITIONS OF EMPLOYMENT

- A. **Job Duties.** Employee’s work status, job duties, and responsibilities will remain essentially unchanged as a result of this Agreement, except the City may require additional duties of the Employee, including periodic meetings with, or written reports to, a supervisor regarding work progress. The Employee will remain obligated to comply with all City rules, policies, practices, and procedures, including the safeguarding of confidential information, except as may be modified in this Agreement.
- B. **Compensation.** Employee’s compensation by the City is not affected by this Agreement.
- C. **Agreement Obligation.** This Agreement is not a contract or promise of employment. Nothing in this Agreement guarantees employment for any specific term or affects the at-will employment status of Employee, as described in the City’s Employee Handbook.
- D. **Work Hours.** The employee’s work hours and days are as follows\*:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From:	From:	From:	From:	From:	From:	From:
To:	To:	To:	To:	To:	To:	To:

\*with lunch and break times in accordance with the City’s Employee Handbook. If this is an “exempt” position, actual work hours may vary depending on specific work activities.

### II. WORK SCHEDULE

Employee agrees to abide by the work schedule set forth in Section D - Work Hours, which may be amended from time to time by Employee’s supervisor or by mutual agreement. Employee acknowledges and agrees that compliance with this schedule is necessary to ensure maximum accessibility. Requests for vacation and sick leave will be handled the same as if Employee was at the office, including prior notification.

III. TERMS OF THIS ARRANGEMENT

Nothing in this Agreement affects Employee's at-will employment status or guarantees Employee a remote work arrangement for any specific term. This Agreement is subject to modification at any time by the City or by mutual agreement between the City and Employee. Employee's agreement to an alternative work schedule is strictly voluntary. This agreement can be terminated without penalty by either party at any time. If Employee cancels the Agreement, they may not request another arrangement under this policy for one year from the date of cancellation.

IV. MISCELLANEOUS

Both parties agree that this Agreement supersedes any previous written or oral agreements between them relating to the same subject matter and represents the entire agreement regarding remote work arrangements. Employee agrees to abide by the terms stated in this Agreement and its attachments.

The undersigned acknowledges they have read, understand, and agree to the terms and conditions of this Alternative Work Schedule Agreement:

\_\_\_\_\_  
Employee                      Date

\_\_\_\_\_  
Department Head                      Date

*cc: employee's personnel file*