

**ALTERNATIVE WORK SCHEDULE POLICY**

**Purpose:** The purpose of this document is to establish a common, uniform alternative work schedule policy for all Department of Information Technology (DoIT) classified employees. Its intent is to provide extended operational hours, realize cost savings from reduced overtime expenses, and create the potential for a more effective organization. This policy will provide a means for DoIT to obtain the following objectives:

- Improve the effectiveness of DoIT as an employer by servicing the state during non-standard work hours
- Facilitate increased employee productivity
- Make optimum use of DoIT's facilities

**Policy:** It shall be the policy of DoIT to conditionally offer three alternative work schedules (5-Day Flex, 4- Day Flex, and 9-Day Flex), and satisfy:

- The duty of each employee to provide services in accordance with his or her job; and
- The duty of each Division, Bureau, and IT Group within DoIT to maintain the volume and efficiency of DoIT operations, services provided, and be accountable for the use of State resources.

**Conditions common to all work schedules:**

1. Each work schedule shall be designed to comply with federal and state laws, the terms of the Collective Bargaining Agreement, and the rules of the Division of Personnel.
2. An alternative work schedule shall not be approved if it will serve to increase the financial obligation of DoIT or the supported agency beyond that incurred by the employee during a basic workweek.
3. An appointing authority may deny, limit or condition the approval of a work schedule for any employee or group of employees in order to:
  - Assure continuous supervisory coverage;
  - Assure that employees are appropriately assigned to perform required functions, services at job sites, and assist the public;
  - Assure that workgroup functions are not disrupted;
  - Assure that employee safety and public safety are maintained; and
  - Assure that available resources are adequate to respond to reasonably expected work tasks or other special events.
4. Group work schedules (two (2) or more employees) may be rearranged by the Supervisor/Manager in accordance with the Collective Bargaining Agreement. In the event an individual work schedule needs to be rearranged, a Supervisor/Manager will request the changed work schedule of the employee and provide at least two working days notice to the employee prior to the expected schedule change, Work schedules may be rearranged for any of the following reasons:
  - Maintain office coverage and service;
  - Respond to incidents and emergency conditions;
  - Prevent unfairness, or creation of uneven workload demands on other employees;
  - Prevent or respond to decreases in individual or group productivity;
  - Prevent employee fatigue, or other conditions that could lead to an unsafe work condition; and
  - Otherwise, maintain the orderly conduct of business and services.
5. Nothing herein shall prevent the Supervisor/Manager and employee from arranging for overtime work in accordance with the requirements of the Collective Bargaining Agreement, and the rules of the Division of Personnel on Overtime and Compensatory Time Off.

## **ALTERNATIVE WORK SCHEDULE POLICY**

### **Participation:**

1. An alternative work schedule is a privilege, not a right which may be changed at any time. It is subject to all of the conditions set forth in *Conditions common to all work schedules* as noted above.
2. All employees are eligible to participate may apply for a flexible work schedules. Participation in an alternative work schedule is voluntary.
3. No employee shall be compelled to participate in an alternative work schedule except during the administration of overtime as permitted by the Collective Bargaining Agreement.
4. No work schedule shall be approved under which an employee is scheduled to work more than ten (10) hours per workday on a regular basis unless such an extended work schedule ordinarily applies to the position or the work unit in question.

### **Eligibility:**

An employee is eligible to apply for an alternative work schedule if the following criteria are met:

1. The most recent performance evaluation for the employee indicates either ‘meets’ or ‘exceeds’ expectation in every category and/or the employee has not received any disciplinary counsel in the past twelve months.
2. The employee’s position is conducive to a flexible work schedule so that the department/agency will not be negatively impacted in any way.
3. The employee has completed an application and included a justification for approval in the form of an impact statement.

Example of an impact statement: “Flex schedule will provide for additional coverage on Saturdays.”

### **Five Day Flex Schedule:**

A system of work scheduling under which the employee provides either forty (40) hours or thirty seven and one half (37.50) hours of service during five days of each seven day period in, in accordance with the collective Bargaining Agreement and the Rules of the Division of Personnel.

#### **Example:**

#### **Employee schedule of 37.50 hours a week**

7:00 AM – 3:00 PM (1/2 hour for lunch) or 7:00 AM – 3:30 PM (1 hour for lunch)

### **Four-Day Flex Schedule:**

A system of work scheduling which allows a full time employee to work the equivalent of the basic workweek in four days of each seven day period, while providing the same total number of work hours in each bi-weekly pay period.

*The following table represents an example and can be modified to cover various hours and days of the week.*

#### **Example:**

#### **Employee schedule of 37.50 hours a week**

Day	Week 1			Week 2		
	Hours	Hrs/Day	Lunch	Hours	Hrs/Day	Lunch
Saturday	7:00-5:00	9.5 hrs	½ Hour	7:00-5:00	9.5 hrs	½ Hour
Monday	<b>DAY OFF</b>	<b>DAY OFF</b>	<b>DAY OFF</b>	<b>DAY OFF</b>	<b>DAY OFF</b>	<b>DAY OFF</b>
Tuesday	7:00-5:00	9.5 hrs	½ Hour	7:00-5:00	9.5 hrs	½ Hour
Wednesday	7:00-5:00	9.5 hrs	½ Hour	7:00-5:00	9.5 hrs	½ Hour
Thursday	7:00-4:30	9 hrs	½ Hour	7:00-4.30	9 hrs	½ Hour
<b>Total Hours</b>	<b>37.50</b>			<b>37.50</b>		

### **Nine-Day Flex Schedule:**

In cases where an alternative work schedule provides benefit to DoIT, the Nine Day Flex schedule allows a full time employee (37.50 hours) to work the equivalent of a 40-hour week and then, a 35-hour week with one day off in each bi-weekly pay period.

*The following table represents an example and can be modified to cover various hours and days of the week.*

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**Example:**

**Employee schedule of 37.50 hours a week**

Day	Week 1			Week 2		
	Hours	Hrs/Day	Lunch	Hours	Hrs/Day	Lunch
Friday	12:00-8:30	8 hrs	½ Hour	DAY OFF	DAY OFF	DAY OFF
Monday	12:00-8:30	8 hrs	½ Hour	12:00-9:15	8.75 hrs	½ Hour
Tuesday	12:00-8:30	8 hrs	½ Hour	12:00-9:15	8.75 hrs	½ Hour
Wednesday	12:00-8:30	8 hrs	½ Hour	12:00-9:15	8.75 hrs	½ Hour
Thursday	12:00-8:30	8 hrs	½ Hour	12:00-9:15	8.75 hrs	½ Hour
<b>Total Hours</b>	<b>40</b>			<b>35</b>		

**Holidays**

The following table describes flextime schedules with respect to calendar holidays.

<b>Holiday falls on employee’s scheduled day off</b>	
<b>If...</b>	<b>Then,</b>
The Holiday falls on the employee’s scheduled day off.	In accordance with the Collective Bargaining Agreement, the employee may either: Substitute a different day off during the same period or, Receive compensation for the day.
<b>Holiday falls on employee’s scheduled work day</b>	
The Holiday falls on the employee’s scheduled work day.	The employee takes the Holiday off.
The Holiday falls on a work day that is longer than the amount of holiday time off the employee receives.	The employee takes the Holiday off and has the difference between the hours the employee is scheduled work and the value of the Holiday in hours deducted from the employee’s compensatory time or vacation leave balance.  If the employee does not have sufficient paid leave to cover the difference, the time is recorded as leave without pay.  Upon agreement between the employee and Supervisor/Manager, the employee may make up the difference between the hours the employee is scheduled to work and the value of the Holiday in hours on another day(s) during the same pay week as long as the employee doesn’t exceed the 10 hour maximum for any given week.

**Accountability:**

1. Division Directors, Bureau Director/Manager, or IT Group Managers, have overall program responsibility, and authorize their Supervisor/Manager the management and control of working schedules.
2. Written approval is required from the appropriate Division Director, Bureau Director/Manager or IT Group Manager and the Chief Information Officer (CIO) before the effective date of the flextime schedule.
3. Existing procedures for the documented policies and procedures with respect to leave shall be followed.
4. Only Supervisor/Manager can pre-approve scheduled days off.
5. The alternative work schedule will be reviewed by the employee and the employee’s Supervisor/Manager after thirty days for the first year it is in effect, then annually at each performance evaluation thereafter, or if there are significant changes with the division, bureau, or IT group. If it is determined that an alternative work schedule is not in the best interest of the department, then the Supervisor/Manager will give the employee a minimum of ten days notice to return to a standard work schedule.

## **ALTERNATIVE WORK SCHEDULE POLICY**

**Description:** Not Applicable

**Reference:**

Alternative Work Schedule Process  
DoIT Flextime Request Form