



## ALTERNATIVE WORK SCHEDULE PROGRAM

### PURPOSE

In accordance with the City Manager's Office Administrative Order No. 030, Work Hours, Meals, and Rest Periods, the purpose of the Alternative Work Schedule Program is to allow full-time, non-sworn employees the opportunity to request, within limits, work start times, quitting times, and workdays that are more convenient in terms of personal needs and commuting conditions. The schedules employees choose must not disrupt the performance or productivity of the work unit.

### ELIGIBILITY

An alternative work schedule may be authorized or required for an employee or a work unit within a department. Depending on job duties and responsibilities, some employees or work units will not be allowed to alter their work schedule.

For purposes of this program, **non-exempt employees** may not alter their work schedule to exceed the 40-hour, 7-day work week. This program is not applicable to exempt employees.

### FLEXIBLE AND COMPRESSED WORK SCHEDULES

The two types of alternative work schedule programs are flexible and compressed.

#### **1. Flexible Work Schedule**

A flexible work schedule is when an employee modifies his/her starting and quitting times while continuing to work an 8-hour workday.

Example: Monday through Friday, 7:00 a.m. - 4:00 p.m.

#### **2. Compressed Work Schedule**

A compressed work schedule is when an employee extends the number of hours of work per day to be able to reduce the number of days worked within the week or pay period.

Example #1: 4 days/10 hours per day (4/10)  
Monday through Thursday, 8:00 a.m. to 7:00 p.m.  
(1-hour meal break)

Example #2: Monday through Wednesday, 6:00 a.m. to 7:00 p.m.  
Thursday, 6:00 a.m. to 10:00 a.m.  
(1-hour meal break)

Example #3: 3 days/13.33 hours per day (3/12)  
Monday through Wednesday, 6:00 a.m. to 7:50 p.m.  
(30-minute meal break)

Example #4: 9 days/80 hours (9/80) \*  
Week 1 – Monday through Friday, 8:00 a.m. to 6:00 p.m.  
Week 2 – Monday through Wednesday, 8:00 a.m. to 6:00 p.m.  
Thursday, 8:00 a.m. to 5:00 p.m.  
(1-hour meal break; every other Friday is a flex day off)

*\* In this example, the 7-day work week is adjusted to begin on the middle of the flex day off, Friday at 12:00 p.m. through the following Friday at 11:59 a.m. See General Guideline #5 below.*



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**GENERAL GUIDELINES**

1. All existing personnel policies, rules and regulations, and memorandums of understanding (MOU) shall continue to apply. If any conflict or problem results from the altered work schedule, the existing policies, rules and regulations, and MOUs shall prevail.
2. Authorization for an altered work schedule may be rescinded at any time by the Department Head or City Manager. A written explanation shall be provided to the employee citing the reason(s) why the altered work schedule was rescinded.
3. The alternative work schedule program shall not interfere with service to the public; shall meet the needs of the department; and, as much as possible, be complementary to the schedules of other departments.
4. An employee may be required to have an alternative work schedule.
5. In the **9/80 compressed work schedule**, the work week shall be adjusted to accommodate the flex day for non-exempt employees. The table below is an example of an adjusted work week for the schedule shown in Example #4 of a Compresses Work Schedule detailed above:

7-Day Work Week Schedule Friday 12:00 PM – Friday 11:59 AM	Week 1 Hours Worked	Week 2 Hours Worked	Week 3 Hours Worked
Fri 12:00 PM – Sat 11:59 AM	Flex Day / Off	5 Hours / Off	Flex Day / Off
Sat 12:00 PM – Sun 11:59 AM	Off	Off	Off
Sun 12:00 PM – Mon 11:59 AM	Off / 4 Hours	Off / 4 Hours	Off / 4 Hours
Mon 12:00 PM – Tues 11:59 AM	9 Hours	9 Hours	9 Hours
Tues 12:00 PM – Wed 11:59 AM	9 Hours	9 Hours	9 Hours
Wed 12:00 PM – Thurs 11:59 AM	9 Hours	9 Hours	9 Hours
Thurs 12:00 PM – Fri 11:59 AM	9 Hours	4 Hours / Flex Day	9 Hours
<b>Total Work Week Hours</b>	<b>40 Hours</b>	<b>40 Hours</b>	<b>40 Hours</b>

6. When a day designated as a holiday under the provisions of the City's Personnel Rules or the applicable MOU falls on an employee's alternated day off, the employee shall be entitled to take off the next regular workday, unless this conflicts with an existing MOU.
7. If a holiday falls on a day when the employee has extended his/her work hours, the employee shall be paid with 8 hours holiday pay and shall utilize accrued leave banks (compensatory time, vacation, or floating holiday) to make-up the additional time within the pay period, if available. In no event shall an employee utilize sick leave accrual, including personal necessity leave, to make-up the additional time within the pay period unless the employee's condition or circumstance qualifies for such leave utilization.
8. If an employee is sick on one of his/her extended workdays, the employee's sick leave accrual shall be charged the number of hours the employee was scheduled to work.

**ALTERNATIVE WORK SCHEDULE PROCEDURE**

The procedure for arranging an alternative work schedule shall be as follows:

1. The employee shall complete the "PARTICIPATION REQUEST" form and submit it to their Supervisor, Department Head, and then City Manager for consideration.
2. If an employee is granted an alternative work schedule, the schedule will be distributed to Payroll and Human Resources.
3. There will be an initial trial period of ninety (90) days. At the end of the trial period, the Department Head, supervisor and employee will evaluate the effectiveness of the alternative work schedule.
4. Each Department Head shall decide how many times an employee may alter their work schedule.



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# PARTICIPATION REQUEST

**SECTION I TO BE COMPLETED BY EMPLOYEE**

Name: \_\_\_\_\_ Department: \_\_\_\_\_ Position: \_\_\_\_\_

Normal Workdays: \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

Alternate Work Schedule:     Flexible         Compressed

Describe the proposed workdays, start/stop shift hours, duration of meal break, and any normal workday scheduled off:

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Non-exempt employees requesting a **9/80 alternative work schedule** must provide an adjusted work week not to exceed 40 hours (see example provided in the Procedure General Guideline #5):

7-Day Work Week Schedule ____ : ____ PM – ____ : ____ AM (Day) (Time)      (Day) (Time)	Week 1 Hours Worked	Week 2 Hours Worked	Week 3 Hours Worked
	Flex Day /		Flex Day /
		/ Flex Day	
<b>Total Work Week Hours</b>	<b>40 Hours</b>	<b>40 Hours</b>	<b>40 Hours</b>

**EMPLOYEE** Signature \_\_\_\_\_ Date \_\_\_\_\_

**SECTION II TO BE COMPLETED BY SUPERVISOR, DEPARTMENT HEAD, AND CITY MANAGER**

Alternative Work Schedule:     Approved     Denied

**SUPERVISOR** Signature \_\_\_\_\_ Date \_\_\_\_\_

Alternative Work Schedule:     Approved     Denied

**DEPARTMENT HEAD** Signature \_\_\_\_\_ Date \_\_\_\_\_

Alternative Work Schedule:     Approved     Denied

**CITY MANAGER** Signature \_\_\_\_\_ Date \_\_\_\_\_

Distribution:     Employee     Department     Payroll     Human Resources