



## **Board Policy No. 231**

### **Alternative Work and Flexible Work Schedules**

**ADOPTED:** 03/27/1991

**RECENT AMENDMENT:** 11/08/2017

**SEE ALSO:** N/A

**SUBJECT CATEGORY:** SECTION 200, HUMAN RESOURCES

**SUBSECTION:** HUMAN RESOURCES

**CONTROL DEPARTMENT:** HUMAN RESOURCES

#### **I. PURPOSE**

The purpose of this policy is to outline the use of alternative work and flexible work schedules at the District. All alternative work and flexible work schedules shall comply with applicable local, state and federal laws, regulations and District collective bargaining agreements.

#### **II. PERSONS AFFECTED**

All regular full time District employees.

#### **III. DEFINITIONS**

**“Workday”** means a twenty four (24) hour period in which eight (8) hours (or as defined by collective bargaining agreements) of work is performed. The District’s workday begins at 12:00 a.m. and ends at 11:59 p.m.

**“Workweek”** means a week consisting of five (5) consecutive workdays within a seven day period and two consecutive days off. The District’s workweek begins on Sunday and ends on Saturday.

**“Standard Business Hours”** means a workday starting at 8:30 a.m. and ending at 5:00 p.m., Monday through Friday; however, the District is a 24/7 hour, 365 day operation, and may require employees to work any schedule according to business need.

**“Alternative Work Schedule”** means any work schedule that differs from a consistent five (5) consecutive day workweek.

**“Flexible Work Schedule”** means a workday schedule that requires employees to be present for predetermined core hours of business, but allows employees the flexibility to vary the start and end time of their workday for commuting and personal reasons. This includes requiring employees to be physically present between the hours of 9:00 a.m. and 2:00 p.m., but employees may arrive to work as early as 6:00 a.m. and leave as early as 2:00 p.m. after completing their full workday hours.

#### **IV. POLICY**

##### **A. General**

1. To maintain operational requirements, productivity and effective service to the public and internal customers, the operational need of the District is a workweek that consists of five (5) consecutive workdays within the defined seven (7) day period. During the defined workweek, District employees are expected to work their assigned hours and days, as determined by the District, direct supervisor and by their collective bargaining agreement (if the employee is represented).
2. Unless otherwise outlined in a collective bargaining agreement, it is at the discretion of the direct supervisor and the District to change workdays and designated hours of work including defined start and end times in order to meet the operational needs of the District.
3. Nothing in this policy precludes the District from requiring an employee to work an alternative or flexible work schedule, changing the start and end times of an employee or changing the workdays of an employee based on operational necessity and compelling business reasons.

#### **B. Alternative Work Schedules**

1. Alternative work schedules, such as *9/80*, *9/75*, *4/37.5* or *4/40*, are at the discretion of the District; however, the District is a 365 day, 24/7 hour operation with a five (5) day work week, which means that alternative work schedules are generally not operationally feasible. Alternative work schedules must be requested by the employee and approved by the direct supervisor, Department Executive, Human Resources and the General Manager.
2. Requests for alternative work schedules will be reviewed on a case-by-case basis, and, if approved, will be effective for a limited timeframe, up to six months. Approved requests will be monitored and reviewed on a monthly basis to evaluate the impact on department operations and ensure that the alternative work schedule remains operationally feasible and has not resulted in a negative impact on operations, service to the public and/or customers.

#### **C. Flexible Work Schedules**

1. Flexible work schedules are at the discretion of the District depending on department need and the nature of the job. A flexible work schedule must be requested by an employee, and only certain positions will be eligible for regular flexible work schedules. A regular flexible work schedule is a schedule that has an earlier or later start and end time as compared to standard business hours for the department.
2. Requests for flexible work schedules must be reviewed and approved by the direct supervisor, Department Executive and Human Resources. An incidental single day request (or once in a while request) to have a flexible schedule, such as having an earlier start time

in order to leave earlier for an appointment, shall only need direct supervisor approval so long as the incidental request does not become a pattern.

#### **D. Limitations**

1. Employees who are approved for an alternative work schedule or flexible work schedule must comply with the District's timekeeping procedures which include reporting actual hours worked.
2. Managers/supervisors are responsible to ensure that their departments have adequate coverage. Alternative work and flexible work schedules shall not result in inadequate coverage for internal and external customers or operational support.
3. Alternative work and flexible work schedules shall not result in overtime unless required and approved in advance.
4. An alternative work schedule or flexible work schedule may be terminated at any time for any reason by the District.

### **V. AUTHORITY**

#### **A. General Manager's Authority**

The General Manager is directed to issue the necessary Administrative Regulations and create the necessary forms and systems required to provide uniform procedures for all departments and oversee and monitor all aspects of alternative work and flexible work schedules at the District.