

SECTION 3.12: ALTERNATIVE SCHEDULING

- A. Alternative scheduling arrangements allow employees to balance work and personal commitments while ensuring the operational needs of the County are met. Alternative schedules are permitted at the sole discretion of the Department Head based on the business needs of the department. Alternative schedules must not result in excessive additional work for employees who work a standard schedule and the same level of customer service must be maintained.
- B. Alternative scheduling applies to departments under the BOCC. The Department Head has the ultimate responsibility for approving alternative schedules for employees in his/her department. The Department Head must ensure that all participating employees comply with applicable rules, policies and procedures. The immediate supervisor is responsible for monitoring and documenting the employee's ongoing work performance. HR may be consulted at any time in order to assist with the consideration and implementation of alternative schedules.
- C. Requests for alternative schedules will be considered on an individual basis to determine if the employee has the necessary skills and abilities to work an alternate schedule. Decisions will be based on specific, written, work related criteria established by management. Only permanent employees will be considered for alternative schedules.
- D. Alternative Scheduling Options:
1. Flextime: allows employees to adjust their arrival and departure times subject to supervisory approval and the operational needs of the department and County. Flextime typically allows the employee to choose his/her daily starting and ending times. Employees will work 40 hours in a pay week and 80 hours in a pay period.
 2. Compressed Work Week:
 - a.) FLSA non-exempt, overtime eligible employees

Allows employees to work longer days for part of the week in exchange for a shorter work day or day off each week. Employees would work 40 hours per pay week but in less than five (5) work days. Compressed work weeks are most appropriate in situations in which employees do not have fixed schedules for consumer contact, have to keep pace with incoming work on a daily basis or where there are several employees who perform the same job.

Examples of FLSA non-exempt compressed work week options:

- 1.) Four (4) – 10-hour days per pay week (example Monday – Thursday, 7:00 a.m. to 5:30 p.m. with a thirty (30) minute lunch, off on Friday);
- 2.) Four (4) – 9-hour days with one (1) - 4 hour day per pay week (example 7:00 a.m. to 4:30 p.m. with a thirty (30) minute lunch, 8:00 a.m. to 12:00 p.m. on Friday).

Remember FLSA non-exempt overtime eligible employees must work their 40 hours within the pay week (Thursday – Wednesday).

b.) FLSA Exempt Employees

Allows employees to work longer days for part of the week or pay period in exchange for shorter days or a day off each week or pay period. Employees will work 80 hours per pay period but in less than 10 work days. Compressed work weeks are most appropriate in situations in which employees do not have to keep pace with incoming work on a daily basis or where there are several employees that perform the same job.

Examples of FLSA exempt compressed work week options:

- 1.) Eight, 10-hour days per pay period (example: Mon –Thurs 7:00 a.m. to 5:30 p.m. with half hour lunch, off on Fridays);
- 2.) Eight, 9-hour work days per pay period with two half days per pay period (example: Mon-Thurs 7:00 a.m. to 4:30 p.m. with half hour lunch, 8:00 a.m. to 12:00 p.m. on Fridays);
- 3.) Eight, 9-hour work days, One, 8-hour work day, and one off day per pay period (example: Off every other Monday, work 7:00 a.m. to 4:30 p.m. on 8 days and 7:00 a.m. to 3:30 p.m. on one day per pay period).

E. Items to consider when evaluating employee requests:

1. Level and quality of customer service must be maintained and operational deadlines are met consistently;
2. Schedules coordinate with needs of coworker(s) and internal and external customers and with other County departments that may be impacted;
3. Employee's individual work can be performed effectively within the proposed alternative schedule;

4. The individual employee is held accountable for completing assigned work, using time effectively, maintaining dependable attendance, documenting timekeeping accurately, and communicating work issues effectively to management.

F. Timekeeping and Administrative Issues to Consider:

1. Core office/departmental hours should be established and must be covered.
 2. Paid holidays are a maximum of 8 hours for full time employees (employees working a compressed work week may alter their work schedule and/or request additional time off during work weeks that include an observed holiday).
- G. The alternative schedule may be cancelled by the Department Director at any time when it is determined that continuation would not be productive, efficient, or otherwise not in the best interest of the County. Cancellation of an alternative schedule is not appealable or grievable. The County will attempt to provide at least 10 working days to transition back to the standard work schedule.
- H. Employees previously working an alternate schedule are not assured of the continuation of such arrangement upon return from a leave of absence or after a job transfer.