

<b>City of Northfield, Minnesota</b>	<b>Policy Number:</b>
	<b>Adopted: May 21, 2019</b>
<b>COUNCIL ADMINISTRATIVE POLICY</b>	<b>Revised:</b>
<b>Administrative Process for Alternative Work Schedules Policy</b>	

## **Purpose**

Alternative work schedule policies can prove to be strategic tools when implemented effectively. They can have a strong, positive impact on employee engagement, satisfaction, and retention.

## **Policy**

The City of Northfield (City) is committed to helping employees face the demands of juggling work, family, and life-related issues by offering possible alternative work schedules. This provides City employees with increased flexibility with their work schedule while allowing the City to remain a progressive and productive work environment. Alternative work schedules are an opportunity to maintain employee productivity through various forms of creative work schedules.

Alternative work schedules are work alternatives that may be appropriate for some employees and some jobs. It is not a guarantee, nor a City-wide benefit; it in no way changes the terms and conditions of employment with the City or policies specified in the City Employee Handbook; it is not nor can it be construed to waive or limit management's rights to establish and modify work schedules; and cannot violate any labor contract. The availability of alternative work schedules for employees of the City can be discontinued at any time at the discretion of the City. The City will provide advance notice of such a change as specified in an Alternative Work Schedule Components document in order to accommodate commuting, childcare, or other problems that may arise from such a change. There may be instances, however, where no notice is possible.

All City employees will be considered for alternative work schedules on a case-by-case basis, where creative work schedules have been shown to accomplish both work and personal goals, and to meet the criteria and guidelines set forth below.

When making the decision to approve an Alternative Work Schedule, supervisors and the City Administrator will consider factors such as:

- Department coverage
- Impact on the public
- Impact on City employees, contractors, and consultants
- Safety issues
- Supervision issues
- Budgetary issues
- The employee's performance

Guidelines for establishing an alternative work schedule include:

- The alternative work schedule must be set in advance, and approved by the supervisor and the City Administrator.
- There must be adequate department coverage during all standard hours.
- There must be no adverse impact on the public, City employees, or City contractors or consultants.
- City employees and City contractors or consultants must be informed of the schedule, and given direction on whom to contact in the employee's absence.
- The schedule must not result in additional overtime for the employee or co-workers.
- The employee will receive no more than eight hours of holiday pay for each City holiday.
- The supervisor or City Administrator may end the Alternative Work Schedule at any time, with advance notice to the employee.

Alternative work schedules available through the City include flexibility in the scheduling of hours

Employees interested in one of these options must follow the prescribed approval process. Alternative Work Schedules may vary depending on the position and department. Supervisors are responsible for determining the work schedules within their departments subject to the approval of the City Administrator.

An Alternative Work Schedule Components is included in this policy as Appendix A, the Alternative Work Schedule (AWS) Components form. It is to be completed and signed by the Department Head and the employee prior to beginning the alternative work schedule.

### **Core Hours**

The core hours all employees (exempt and non-exempt) are expected to work are 8 a.m. to 5 p.m., Monday through Friday. Police, liquor store, library and public works employees do not have core hours and work the schedules established by their supervisors.

### **Forms**

The City considers flexibility in the scheduling of work hours to be a viable work schedule in cases where the job duties and the workstyles of both the employee and the supervisor are compatible with an schedule. Flexible schedules allow an employee to structure the hours they work to help balance personal obligations with work. The following are types of Alternative Work Schedules.

#### ***Alternative Start and End Times:***

Employees work eight hours per day adjusting their start and end times on an approved alternative schedule.

#### ***Compressed Work Week:***

Employees work 40 hours per week but choose to work the hours in fewer than five eight-hour days.

### **Notice Requirements**

The written request for an alternative work schedule must be submitted in advance to the employee's supervisor and the department director. The employee's supervisor and department

director shall review and submit his or her recommendation the Communication and Human Resources Director for review and recommendation the City Administrator for final consideration and approval. A denial of the request at any stage of the review process will be final, with no further review.

Any alternative work schedule made will be deemed to be on a trial basis for the first three months of it, and may be discontinued, at will, at any time at the request of either the employee or the City.

### **Performance Expectations**

Employees will be required to meet all expectations of employment, including, but not limited to, their job description, City Employee Handbook policies, and supervisor directives.

Evaluation of employee performance during the trial period will likely include approximately bi-weekly face-to-face meetings to discuss work progress and problems. At the conclusion of the trial period, the employee and supervisor will each complete an evaluation of the schedule and make recommendations for continuance or modifications.

### **Work Hours**

The employee and supervisor will agree on the work schedule the employee will customarily maintain, and the manner and frequency of communication.

Employees will be required to record all hours worked in a manner designated by the City. Employees working an alternative schedule will be held to a higher standard of compliance than other employees due to the nature of the work schedule. Hours worked in excess of 40 hours per week will require the advanced approval of the supervisor. Failure to comply with this requirement can result in the immediate cessation of the alternative work schedule components form.

### **Summer Hours Trial Period of June through August**

The standard operating hours of the City are Monday through Friday, 8 a.m. to 5 p.m. Flexible work schedules may be permitted during the summer months for certain employee groups, starting the work week after the work week that includes the day that Memorial Day is observed and ending the work week prior to the work week that Labor Day is observed. The schedule must be approved by the supervisor, department director, and City Administrator.

The summer alternative schedule permitted will allow employees to work more hours Monday through Thursday and end work at 12 p.m. on Friday, while ensuring that the total workweek hours are as approved by the supervisor, department director, and City Administrator. The start and end time of each work day may not differ from the standard operating hours by more than two hours, except for the Friday end time.

For example, a typical summer alternative schedule includes working Monday through Thursday with a start time of 8 a.m. and end time of 5:30 p.m. and on Friday with a start time of 8 a.m. and end time of 12 p.m.

Full-time employees receive eight hours of pay for each City holiday. If a holiday falls in a week in which the employee is working a summer alternative schedule, the employee can work additional hours, or use accrued time to make up the difference if needed.

Not all departments may be eligible for summer alternative schedules. When making the decision, the City will consider factors such as:

- Department coverage
- Impact on the public
- Impact on City employees, contractors, and consultants
- Safety issues
- Supervision issues
- Budgetary issues
- The department employees' performance

A summer alternative schedule may be suspended or cancelled at any time.

Employees are encouraged to discuss summer work hours with their supervisor and co-workers. A survey will be conducted at the end of the trial period for all individual involved to understand the positives and negatives of alternative work schedules.