

Policy: Alternative Work Schedule	Effective Date: July 1, 2017
Number: 710-2-001	Reviewed/Revised: July 2022
Authorized By: Jill Remington Love, Executive Director	
Authority: DHRM R477-8-1	

**Purpose:**

The Department of Cultural and Community Engagement (CCE) is committed to maintaining a work environment that is safe, empowering, and promotes the individual value of each of the Department’s employees. As long as the CCE programs and services are available to the public Monday - Friday between the hours of 8:00 a.m. - 5:00 p.m., Alternative Work Schedules (AWS) allow employees to better balance work and personal life commitments, while also easing traffic congestion and minimizing air pollution. c

Department of Cultural and Community Engagement supervisors have the option to grant work schedules other than the basic Monday through Friday, eight-hour work day (7 a.m. to 6 p.m.) where the granting of such schedules is beneficial to the employee and addresses the needs of DHA. While the Alternative Work Schedule process is employee-initiated, CCE priorities, program necessities, and customer service requirements must be balanced.

**Policy:**

Where practical, an Alternative Work Schedule (AWS) for an individual employee may be adopted at the discretion of the supervisor with notification provided to the division director, providing the hours from 8 a.m. to 5 p.m., Monday through Friday, are adequately staffed. Alternative Work Schedules (AWS) are not appropriate for all employees or positions and are not a universal employee benefit. Mandatory conditions must be met for an AWS to be approved. Specifically, the employee must have a satisfactory attendance record, the employee must be meeting all performance expectations in their current role and be consistently demonstrating the ability to complete tasks and assignments on a timely basis, and the nature of the employee's work and responsibilities must be conducive to an AWS without causing significant disruption to performance and/or service delivery.

The following options are available to employees who are approved for an AWS:

1. Flex Schedule – Allows employees to vary their start and end times of the workday.
2. Compressed Work Week – This includes ten-hour days, four-days a week, and other compressed work week schedules that fit within the employee’s FLSA status without creating overtime. Employees would still receive regular holiday pay as outlined in DHRM Rule.

Requests for an AWS will be considered on a case-by-case basis. New contracts for AWSs will need to be approved by supervisors per the Alternative Work Schedule Agreement. Any AWS not enacted through

the UPM is invalid. Division Directors should be consulted before Agreements are finalized and entered into the UPM system. Agreements will be annually reviewed and reaffirmed in conjunction with the employee's performance management review.

For safety reasons CCE employees are strongly discouraged from arriving at their worksite before 6 a.m. or remaining later than 8 p.m. CCE employees housed at the Rio Grande Building are strongly encouraged to regularly work during the hours of building security, between 6:30 a.m. and 6:30 p.m., Monday through Friday.

**Procedures:**

When considering an AWS, supervisors should consider the following:

1. Is the employee Exempt or Non-Exempt? – Exempt employees have an 80-hour work period to flex their time. Non-Exempt employees have a 40 hour work week to flex their time.
2. Supervisors who establish an AWS should ensure that their program is adequately covered and customer service is fully functioning for the entire regular business day (8 a.m. to 5 p.m.).
3. Programs implementing an AWS must maintain or increase customer service levels. An example of increased service levels may be to flex a schedule from 8 a.m. to 5 p.m. to 9 a.m. to 6 p.m. This schedule may better accommodate customers needing service after the regular business day while meeting the needs of an employee with daily personal morning commitments.
4. Employees working on an AWS must maintain or increase personal productivity levels.
5. The implementation of an AWS should not add a cost to the department.
6. An AWS should be customized based on the employee's needs for flexibility, the program's and/or division's needs, and the needs of CCE's customers.
7. In considering AWS for an employee, the needs of co-workers on a different schedule should be evaluated and balanced with the needs of the requesting employee. Reasonable adjustments are expected by both the requesting employee and co-workers to make an AWS successful.
8. In considering an employee's proposed AWS, supervisors must take into consideration whether the employee's work lends itself well to flexibility. For example, a flexible schedule for a receptionist in a small office would likely hinder the division from meeting its service needs.

An AWS is a privilege (not an entitlement) that a supervisor may give to an employee. In considering an employee's proposal for an AWS, supervisors should evaluate the employee's past work performance. Each AWS arrangement should be implemented on a trial basis, with evaluation points occurring at the supervisor's discretion.

This policy does not apply to telecommuting.