

CHAPTER 143 – ALTERNATIVE WORK ARRANGEMENT SCHEDULES

143.01 Alternative Work Arrangement Schedules

Alternative Work Arrangement Schedules (AWAS) strive to offer flexibility to city employees in order to support work-life balance. AWAS is designed to allow the City to carry out its essential business, while accommodating its ever-changing work force.

143.02 Discretion of Department Director

The decision whether to permit an employee or a group of employees to participate in AWAS is vested in the sole discretion of Department Director to whom the employee or group of employees is assigned, subject to approval by the City Manager. The City Manager may deny a proposed AWAS program or revoke an approved AWAS program if, in their sole discretion, the AWAS program is detrimental to the operation of the City.

143.03 AWAS Programs

There are several AWAS programs available to city employees, subject to approval.

A. Daily Flex Schedule

This is a flexible schedule where the employee is free to set their work hours within limits established by the City. Standard work hours for the City are 8:00 a.m. to 5:00 p.m. There are exceptions to this general rule. Use of this program allows variations to this policy. There are three components to this type of AWAS:

1. Eligible hours. The hours during which the City will allow flexible scheduling are 7:00 a.m. to 7:00 p.m. This is the earliest an employee may arrive and the latest time they may leave.
2. Core period. The hours in a workday when all staff are needed, such as when meetings are likely to occur or customer contact is heaviest. The core period for the City is 10:00 a.m. to 3:00 p.m.
3. Flexible hours. Employees have many options for choosing the hours in which they complete their work. One option allows the work schedule to vary daily

without prior approval as long as the 40 hour workweek is completed. Another option is a fixed schedule that does not change daily, but may change periodically. These two scenarios are provided as examples. Employees may propose other alternatives.

B. Compressed Workweek

This schedule is a workweek completed in less than five days by increasing the number of hours worked per day. A common variation is the four-day workweek (10 hours per day).

C. Telecommuting

This type of flexible schedule allows an employee the opportunity to work portions of their workweek from a remote location, normally home. There are two components to this type of AWAS:

1. Eligible hours. The hours during which the City will allow telecommuting are 7:00 a.m. to 7:00 p.m.
2. Core period. The hours in a workday when all staff are needed, such as when meetings are likely to occur or customer contact is heaviest. The core period for the City is 10:00 a.m. to 3:00 p.m.

In order to recommend Telecommuting for an employee, the Department Director must review the request with the Information Systems Director. The Information Systems Director must sign off on any portion of the Telecommuting AWAS which involves remote access to the City's systems, security risk to the City or budgetary costs for access needed by the employee.

143.04 Eligibility and Process

A. Eligibility

AWAS programs are available to full-time employees of the City, who have completed their probationary period or six (6) months of work, whichever is greater.

B. Process

1. An employee who wishes to participate in an AWAS program must submit an AWAS Form to their Department Director. The request must include the following information
 - a. The AWAS program in which the employee wishes to participate.
 - b. The specific schedule the employee seeks to work.
 - c. The date on which the employee would like to implement the AWAS.
 - d. Any specific conditions regarding the use of AWAS, e.g. if the employee desires to work the AWAS for a specific period of time and then return to a regular schedule.
2. The Department Director shall either recommend to approve the request or deny the request based on the following considerations:
 - a. The operational needs of the City.
 - b. Staffing needs.
 - c. The employee's work record.
 - d. The employee's ability to temporarily or permanently return to a regular work schedule when needed.
 - e. Benefit and detriment to the City.
 - f. Requests by other members of the work unit.
 - g. If the job can be effectively performed on the proposed work schedule.
3. If the Department Director recommends approval of the request, they shall advise the City Manager, who shall accept or deny the recommendation based on the operational needs of the City.

4. If the Department Director denies the request, the decision shall be final.
5. If requests are made by multiple employees and such requests are incompatible, the Department Director may deny all of the requests, meet with the employees to determine if the incompatibility can be resolved, or resolve the incompatibility based on performance and seniority.
6. A group of employees or a work unit may submit a collective request for the group or unit.

C. Documentation of AWAS

An AWAS schedule shall be maintained in writing showing signed approval by the employee's Department Director and the City Manager. Each department is responsible for maintaining the documentation of its AWAS schedule.

143.05 Evaluation of AWAS

The continuing value of an approved AWAS should be evaluated on a regular basis. This must include a quarterly meeting between the Department Director and the employee.

143.06 Termination of AWAS Participation

- A. An approved AWAS can be terminated by the Department Director who recommended its approval, or their successor, or by the City Manager without cause, at their sole discretion.
- B. An approved AWAS should be terminated where there is evidence of abuse, e.g. inaccurate time sheets, poor job performance, reduction in productivity, etc.