4.12 – Policy on Alternative Work Schedules

**Purpose**

Wesley College is committed to helping employees face the demands of juggling work, family and life-related issues by offering a number of possible flexible work arrangements. These arrangements provide employees increased flexibility with their work schedule while allowing Wesley College to maintain a progressive and productive work environment.

**Applicability**

All full-time Wesley College staff may be considered for alternative work scheduling on a case-by-case basis in situations where creative work schedules have been shown to accomplish both work and personal goals, to provide coverage for individual department operations and to serve Wesley College as a whole with increased productivity at no expense to quality output.

**Policy**

Several alternative work schedule options are available for consideration by supervisors and final approval by the appropriate Cabinet Member:

- Flex Schedule – this is where an employee has flexibility in his/her scheduled starting and ending times.
- Reduced work week – this is where an employee works more hours during his/her workweek in order to observe an additional day off or a reduced work day.

The implementation of an alternative work schedule shall be in accordance with all applicable Federal and State laws including but not limited to the Fair Labor Standards Act (FLSA). Wesley College Core Hours are between 8:30-4:30 Monday through Friday including the observance of a lunch break; some exceptions may apply. Core Hours are defined as the hours a department must be open and available to receive customers. Each department manager, with concurrence of his/her Cabinet member, is responsible for proper staffing of his/her department ensuring the core hours are met.

The supervisor is responsible for identifying if any of the aforementioned staffing options are workable within the department. This may include determining if the entire department or an entire shift must convert to one or more of the above alternative scheduling options. To determine whether an employee’s request for an individual alternative work schedule is appropriate, the supervisor must assess the impact and the outcome in terms of coverage for the department servicing internal and external customers, production, quality and absenteeism, and if one or a combination of the above arrangements is in the best interests of the department.

Types of flexible work arrangements and potential schedules must be approved with consent of the appropriate Cabinet member and the Human Resources Director prior to announcement and implementation.

Approved: 08/21/2018
There will be a six-month trial period to assess the impact of the flexible work arrangement. After successful completion of the trial period, the work arrangement will be reviewed by the supervisor and Cabinet member at least annually thereafter to ensure continued success. The arrangement may be revoked at any time for any reason by management. An employee wishing to change or cancel an alternative work arrangement must obtain written approval from his or her supervisor, Cabinet member and notification to the Human Resources Director.

**Flexible work arrangements are not appropriate for all employees or positions and are not a universal employee benefit.**

The following conditions must be met for an alternative work schedule to be approved:

1. the employee must have a satisfactory attendance record,
2. the employee must meet all performance expectations in his or her current role, and
3. the employee must consistently demonstrate the ability to complete tasks and assignments on a timely basis.

The nature of the employee's work and responsibilities must be conducive to an alternative work arrangement without causing significant disruption to performance and/or service delivery.

**Reporting Leave and Holidays**

If a holiday is observed on an AWS day, the employee receives holiday pay in the amount equal to his/her AWS daily schedule.

A. If an approved holiday falls on a day that a full-time employee is working an alternative work schedule and would not be scheduled to work, the employee shall:
   a. observe the holiday on another day within the same week.

Days off due to declared Severe Weather Conditions and Emergency closures will be counted as the amount of time normally worked that day. However, if a day off for a severe weather conditions and emergency closure is called on the employee’s scheduled day off an additional day off shall not be granted.

Management reserves the right to temporarily revert the alternative work schedule to a normal workweek or to a special alternative schedule in order to accommodate training, attendance at conferences or other special events.

If an employee is out for a period of more than two weeks, then his/her schedule automatically reverts to a normal schedule for the duration of the time that he/she is not working.

The Director of Human Resources has the general responsibility of overseeing the day-to-day implementation of this policy in accordance with payroll and legal requirements. All employees and supervisors are directly responsible for the accurate and timely reporting of all time worked.