



Dinwiddie County HUMAN RESOURCES POLICIES AND PROCEDURES

Alternative Work Schedules

Effective June 18 – September 2, 2017

Policy

Dinwiddie County is committed to promoting a proper work-life balance for employees by offering various alternative work schedules. While all positions are not candidates for an alternate work schedule (example: Public Safety personnel), such schedules provide qualifying employees with increased flexibility while allowing the County to maintain a progressive and productive work environment that meets the needs of the citizenry. This policy outlines alternative work schedules that may be offered to employees who meet the pre-established criteria. All requests for alternative work schedules will be reviewed on a case by case basis with final determinations being subject to the review and approval of the County Administrator. All decisions related to alternative work schedules will be made without regard of race, religion, creed, color, gender, national origin, age, or disability. Compliance with this policy fosters a work environment that promotes efficiencies, increased productivity, and improved employee morale.

DEFINITIONS

- A. **Formal disciplinary action:** action following misconduct or performance deficiencies that have been documented by management through the issuance of a written notice form.
- B. **Normal work hours:** the regular, reoccurring, predetermined work schedule established by the employee's manager.
- C. **Probationary period:** introductory period of employment that allows the employee and County to determine if the employee is suited for the job.
- D. **Satisfactory Attendance Record:** a documented history of reporting to work as scheduled, on time and prepared to work, and remaining at work for the entire work schedule. Excused absences are excluded and shall not be considered in evaluating attendance.

PROCEDURES

A. Alternative Work Schedule Options

The following non-traditional, alternative work schedule options are available to employees:

- **Flex Schedule:** Work schedule that allows an employee to alter his or her start and end work time within certain parameters; the employee's workday is still comprised of the normal number of work hours (normally eight).

- **Compressed Workweek:** Workweek that is reduced to fewer than five full days; the employee makes up the full number of hours per week by working longer hours each day. Options include but are not limited to four – ten hour days and four – nine hour days with one four hour day. Employees assigned to the Pamplin Administration Building who are approved for a compressed workweek will generally work Monday – Friday 7:00AM – 5:30PM; only during occasional and extenuating circumstances that must be pre-approved by management may a non-exempt employee work beyond 5:30PM.

B. Eligibility

If an employee desires to engage in an alternative work schedule, his or her manager in consultation with Human Resources must confirm the following criteria are met:

1. The employee must have successfully completed his/her probationary period.
2. The employee must not have received any formal disciplinary action within the most recent 12 months.
3. The employee must have a satisfactory attendance record.
4. The employee must have demonstrated the ability to meet deadlines while working independently with little supervision.
5. The employee's work and responsibilities must be conducive to the desired work schedule; positions most suited for such schedules are those that require independent work, little face-to-face interaction, concentration, a measurable work product and output-based monitoring.
6. The desired work schedule will not have a negative impact on the operations or level of service provided by the employee (position).
7. The desired work schedule will not result in any additional costs to the County.
8. The employee must review and acknowledge receipt and understanding of this policy.
9. The employee must obtain written approval through the completion of the Request for Alternate Work Schedule Form prior to beginning such schedule.

C. Employee Responsibilities

All employees who enter into an alternative work schedule are responsible for:

1. Complying with all applicable policies and procedures.
2. Ensuring their supervisor remains aware and approves of their work hours and work location in advance.
3. Notifying their supervisor of the specific work being performed and the projected time to complete the work.

4. Ensuring the alternative work schedule does not interfere with attendance at any work related meetings or obligations; this may require employees to report to work on a planned day off.
5. Accounting for and reporting all hours worked.

D. Supervisor Responsibilities

Supervisors of employees participating in alternative work schedules are responsible for:

1. Holding employees accountable for adherence to all policies and procedures.
2. Ensuring non-exempt employees are in compliance with the overtime provisions included in the Fair Labor Standards Act.
3. Ensuring adequate office coverage is in place during normal office hours.

Distribution of Alternative Work Schedules Policy to Full-time County Employees; Employee Acknowledgement

A copy of the Alternative Work Schedules Policy shall be distributed to each full-time County employee who desires to engage in an alternate work schedule with an Employee Acknowledgement. Each full-time County employee who enters into an alternate work schedule shall acknowledge receipt and understanding of the Policy by signing and dating the Employee Acknowledgement Form and returning it to Human Resources for filing in the respective employee's personnel file.

Approved by:  _____ Date: 6.15.17

County Administrator



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Addendum

The following addendum is to the June 18, 2017 Alternative Work Schedules policy. The original policy included an ending date of September 2, 2017. This addendum eliminates the effective ending date allowing the continued use of approved alternative work schedules. All remaining provisions of the Alternative Work Schedules policy will remain in effect until further notice.

Approved by:

A handwritten signature in blue ink, which appears to be "W. J. ...", is written over a horizontal line. Below the line, the text "County Administrator" is printed.

County Administrator

Date:

9.29.17