

	PERSONNEL POLICIES AND PROCEDURES		SUBJECT: ALTERNATE WORK ARRANGEMENTS
	NUMBER: EMP 9.0	REVISIONS: 1	EFFECTIVE DATE:
	SUPERCEDES: 10/03/2011	APPROVED AND ADOPTED BY MAYOR AND COUNCIL: Derek Norton, Mayor, Date Tammi Sadler-Jones, City Administrator, Date	

PURPOSE:

Alternate work arrangements may be implemented when they benefit the City of Smyrna in one or more of the following ways.

- City of Smyrna Citizens -To provide Citizens with an even higher level of service with no delays at the beginning of the business day and continue this level of service until the close of the day.
- City of Smyrna as an Employer – To improve absenteeism, recruitment and retention of high-quality employees, to decrease employee vacancy rates and to provide a no-cost enhancement to the City’s work environment
- City of Smyrna Employees – To improve job satisfaction, employee morale, effectiveness and productivity; promote employee health, wellness and reduce absenteeism. Reduce employee’s time of commute, cost of fuel and vehicle maintenance.
- Sustainability – To position the City as a leader for solutions to reduce traffic congestion and improve air quality and maximize the utilization of City facilities and resources.

STATEMENT OF POLICY

The City of Smyrna supports alternate work arrangements (AWA) and allows Departments to implement these arrangements, where appropriate, for eligible employees.

Alternate work arrangements shall not diminish the ability of the City to assign responsibility and accountability to individual employees for the provision of services and performance of their duties. All employment laws, rules, policies, standards, and expectations apply, including punctuality and regular attendance, advance leave and overtime approval, call-in procedures, time reporting, office safety, confidentiality and security safeguards, and expected levels of communication, productivity and service. Participation in flexible work arrangements does not change the employee's salary, benefits, work status, or other rights and responsibilities as a state employee. Alternative work arrangements may be used on a permanent, temporary, recurring, or occasional basis, but are always subject to the business needs of the department and the City. Such alternatives are a privilege, not a right or benefit, and may be approved, disapproved, discontinued, or modified at any time at the discretion of the department head.

No new positions are to be created as a result of alternate workplace arrangements. Alternate work schedules shall not result in automatic overtime or compensatory time.

Work Schedules

The City of Smyrna utilizes five (5) types of work schedules. An employee’s work schedule is considered a “fixed schedule” in which the employee consistently works the same schedule. However, employees may be called upon to temporarily work a different schedule in order to accommodate the needs of the City.

Combinations of types of work schedules may be considered, however the employee should be consistent in the schedule or combination of schedules worked. With the exception of telecommuting, work is conducted at the employee's assigned workplace on their standard work schedule.

A. Standard Work Schedule

Employees work 40-hours in the standard five (5) 8-hour days with work being performed between 8:00 a.m. and 5:00 p.m., five (5) days a week, Monday through Friday.

B. Shifts

Shift work is defined as regular work time performed outside of regular business hours. Employees work shifts based on the needs of the Department. The start and end times, scheduled workdays, and length of shifts are determined by the Department. Shifts can vary daily or weekly. Examples of shift work are rotating shifts, evening shifts, night shifts, split shifts and irregular schedules.

C. Flextime

Employees work forty (40) hours in five (5) days, normally with weekends off but with flexible starting and ending times other than the standard workday.

D. Compressed Work Schedules

Employees work forty (40) hours in less than five (5) full workdays. Exempt employees may also work eighty (80) hours in less than ten (10) full workdays. Examples of compressed work schedules are:

- (4) 10-hour days
- (4) 9-hour days and (1) 4-hour day
- (8) 9-hour days and (1) 8-hour day with every other Friday off

E. Telecommuting

Employees regularly work one or more days each week from an alternate location (normally their home) instead of commuting to their regular workplace. The occasional practice of working at home is not considered telecommuting.

Eligibility

An alternate work arrangement is a management option and by their nature, certain positions are not suited for alternate work schedules or telecommuting. Participation is not appropriate for all employees and no employee is entitled to or guaranteed the opportunity to have an alternate work schedules or to telecommute. Alternate work arrangements are not a right or benefit.

Alternate work arrangements are determined at the department level to provide adequate staffing for the functions performed by the department. The Department Head is responsible for ensuring that schedules are established in such a way as to fulfill all the purposes of this policy. The Department Head shall determine the supervisory requirements of an employee approved for an alternate work arrangement.

Employees are responsible for working a full forty-hour workweek, unless granted approved leave by their immediate supervisor and/or department head. (Note: FLSA-nonexempt employees [i.e., those City employees who are eligible for overtime compensation] who do not occupy public safety shift positions should under no circumstances work more than forty hours in any seven-day work week unless their immediate supervisor has specifically given prior approval for the working of such overtime.)

Full time employees may apply for an alternate work arrangement. Consideration is based on a combination of job characteristics and contingent on satisfactory employee performance.

Leave Time

Annual and Sick Leave – If an employee working a compressed work schedule wishes to use annual or sick leave, the amount will be the number of hours typically worked on that day.

Ex: Employees working four (4) ten-hour days must use ten (10) hours, employees who work nine (9) nine-hour days must use (9) hours

Holidays – Generally, when a holiday falls on a normally scheduled day off for an employee utilizing an alternate work schedule, the employee shall either 1) take this holiday on the next scheduled work day, or, if the holiday falls on a Friday, on the next scheduled work day preceding the holiday.

Employees utilizing alternate work schedules may compensate for the difference between granted holiday time and regular time by using annual leave or banked holiday time.

Departments will determine specific procedures for weeks in which a holiday occurs.

Request for an Alternate Work Arrangement

Employees may request an alternate work arrangement by submitting a Request for Alternate Work Arrangement form to their supervisor detailing the type of schedule or arrangement requested and the reason for the request.

All alternate work arrangements must be approved by the employee's supervisor and Department Head prior to implementation. Departments may establish specific protocol for additional approvals.

In positions where an alternate work schedule is permitted, requests from employees for any change will be considered based on the standards and the workload of the City. Requests can be for a permanent or temporary change.

Once an alternative work schedule is approved, the employee will be expected to work that schedule, unless given approved leave or permission to depart from the alternate schedule by his or her respective department head or immediate supervisor. Employees who need to adjust their schedules (to attend meetings or perform job duties that require them to be available at hours when they normally would not be scheduled to work) should discuss any proposed temporary schedule changes with their immediate supervisor and/or department head as soon as they learn of such a need.

(The immediate supervisor and/or department head should make a written record when agreeing to any temporary change but need not discuss such temporary changes with the Human Resources Director or City Administrator.)

If an employee's job duties are not compatible with an alternate work arrangement, the employee's supervisor or Department Head may decline the request.

If approved and the employee's job duties or job performance are determined to be incompatible with an alternate work arrangement, the employee's supervisor or Department Head may rescind approval of the request.

If a request is not approved or approval is rescinded, the employee will be notified following departmental protocol.

Stipulations

A. Flextime

Employees work forty (40) hours in five (5) days, normally with weekends off but with flexible starting and ending times other than the standard workday. Starting times are generally not to begin before 6:00 a.m. and ending times are generally not to end after 7:00 p.m.

B. Compressed Work Week

Employees work forty (40) hours in less than five (5) full workdays. Examples of Compressed Work Weeks are:

- (4) 10-hour days
- (4) 9-hour days and (1) 4-hour day
- (8) 9-hour days and (1) 8-hour day with every other Friday off

Vacation and sick time will be charged based on an hour for hour basis. Example: An employee is scheduled to work ten (10) hours on a day that he or she requests to take as a vacation or sick day, therefore ten (10) hours will be charged against accumulated annual leave or sick leave for that day.

Employees who use leave such as bereavement leave or jury duty, receive the equivalent number of hours as provided for employees on a regular schedule (8-hours per day). Example: An employee is scheduled to work ten (10) hour days and takes three (3) days of bereavement leave. The employee will receive twenty-four (24) hours of bereavement leave (3 days X 8 hours) and not thirty (30) hours (3 days X 10 hours). The employee will need to utilize annual leave or Comp time to cover the additional six (6) hours of leave.

Departments will determine specific procedures for weeks in which a holiday occurs.

C. Telecommuting

To be eligible to telecommute, typically, the nature of the employee's work must be such that face-to-face interaction with internal or external customers or project workgroups is minimal or may be accomplished by alternative means (i.e., virtual meeting platforms) and the employee's tasks can be performed successfully away from the office.

Departments will determine the procedures to use for employees and supervisors to account for work performed while telecommuting.

Special Stipulations Concerning Telecommuting

Expectations and Responsibilities of Employees

The employee is responsible for maintaining a safe and ergonomic working environment, including the work area, bathroom, and other areas that may be necessary for working during the telecommuting arrangement.

Employees may be called to work at their regular workplace on their regular telecommuting workday to meet workload requirements. The supervisor should provide as much advanced notice as possible. Under no circumstances will the time traveling from the employee's home to the workplace be considered as hours worked.

The duties, obligations and responsibilities of an employee who telecommutes are the same as employees at the centrally located workplace. Employees who telecommute are expected to be working at their home, or other approved location, according to their telecommuting work schedule.

Telecommuting employees shall not hold meetings at their alternate workplace where the physical

presence of others is required. Employees shall not conduct any unauthorized external (non-City) work during their telecommuting work schedule.

The employee shall participate in any City-sponsored telecommuting and/or technology training as requested by the employee's supervisor. The employee shall participate in any City evaluation of telecommuting.

Telecommuting shall not be used as a substitute for dependent or childcare. Employees who telecommute are expected to make dependent and childcare arrangements during the period they will be telecommuting.

Liability

Employees who telecommute will be covered by worker's compensation for all job-related injuries occurring during their defined work period.

In the event of a job-related incident, accident or injury during telecommuting hours, the employee shall report the incident to their supervisor as soon as possible and follow established procedures to report and investigate workplace incidents, accidents or injuries.

Worker's compensation will not apply to non-job-related injuries that occur while telecommuting. The employee also remains responsible for injuries to third parties and/or members of the employee's family on the employee's premises. The City of Smyrna will not be responsible for injuries to third parties or members of the employee's family that occur on the employee's premises.

Since the City is ultimately responsible for ensuring that employees have a safe work environment, safety inspections may be made of the alternate workplace as needed. If a job-related incident, accident or injury has occurred, a home safety inspection is mandatory.

Equipment and Supplies

Computer and telephone equipment may be provided on an as-needed basis to employees, by the City, based on availability. Information Technology (IT) staff shall determine the equipment required.

The City may pay for or reimburse employees for software installed on City equipment if approved in advance by the employee's supervisor, Department Head, and IT staff. In such cases, the employee shall consult with IT staff to ensure the software conforms to the City's software policies.

Remote access to the City's network may be provided to the employee at the discretion of the IT staff based on the recommendation of the employee's supervisor and Department Head. If the City's remote access system includes Internet access or other dial-in services, the employee may only use this access or service in a manner consistent with City policies.

The City will provide routine maintenance and repairs for City equipment only if the equipment is returned to the employee's centrally located workplace. Maintenance and repair of equipment will not be provided at the employee's home or alternate workplace. The City will not provide maintenance or repairs for employee owned equipment.

The City will not pay for or reimburse the employee for any communications charges including but not limited to, local or long-distance telephone calls or service, internet access or service, DSL charges, cell phone charges, etc.

Employees who telecommute may use City supplied office supplies such as pens, pencils, paper,

stationary, envelopes, etc. for work purposes. Necessary supplies should be obtained through the normal procurement process. Office furniture will not be provided to employees who telecommute.

Employees who telecommute are subject to the same City policies regarding the use of City provided equipment, supplies and services as that of employees at the centrally located workplace.

All equipment and supplies must be returned to the City upon conclusion of the telecommuting arrangement, or if the equipment or supplies are no longer needed by the employee to perform their work.

Confidential Information

The employee will maintain the confidentiality of City information and documents and prevent unauthorized access to any City system or information and dispose of work-related documents in a manner that will not jeopardize the interests of the City.

Requirements for Requesting and Approval of an Alternative Work Arrangement

Employees may request an alternative work arrangement by:

- Completing the Request for Alternate Work Arrangement and agreeing to the Special Stipulations Concerning Telecommuting (Attachment A)
- Submitting the request to their Supervisor.

The employee's Supervisors must:

- Complete the Supervisor Assessment (Attachment B)
- Discuss the Supervisor's Assessment (Attachment B) with the employee.
- Submit the request and attachments following the approval protocol established by the Department.

All required documents/attachments referenced above are available on COS 411 or in hard copy form from the Human Resources Department.

Attachment A
Request for Alternate Work Arrangement

Name of Employee:	
Department:	
Title/Position:	
Name of Supervisor:	
Work Arrangement Requested:	
Reason for Request:	

Date AWA will begin:	

Proposed Work Schedule		
Week 1	Hours	Location
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Week 2	Hours	Location
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

By signature below, I attest that I have read and understand and will comply with the policy, procedures and stipulations concerning flexible work arrangements and will adhere to the above schedule.

If requesting a telecommuting arrangement, please complete the following:
 Note: Supervisors must complete Attachment B

Main Workplace	
Alternative Workplace	

Please explain why this arrangement will benefit both you and the City of Smyrna.

Please indicate specific types of assignments or work that you propose to accomplish while telecommuting.

Please list the type of equipment that you will need in order to telecommute (i.e. computer, monitor, and telephone).

I feel that I am a good candidate to telecommute and my job duties are suitable for telecommuting.

For telecommuting arrangements, I understand that I am responsible for maintaining a safe and ergonomic working environment, including the work area, bathroom, and other areas that may be necessary for productive work. I understand that since that City is ultimately responsible for ensuring that employees have a safe work environment, safety inspections may be made of my alternate workplace as

needed and I authorize the City of Smyrna to perform safety inspections.

By signing this agreement, I attest that I have read, understood and agree to comply with the City of Smyrna policy concerning Alternate Workplace Arrangements and all special stipulations concerning telecommuting.

I agree that if this agreement is approved, that I will adhere to the terms and conditions of this agreement.

I understand that should suitability of my job duties or job performance be determined to be incompatible with an alternate work arrangement, approval of my request may be altered or rescinded.

Employee's Signature/Date

Approve____ Disapprove____ _____
Supervisor Signature/Date

Comments/Explanation if Disapproved_____

Note: For telecommuting requests, supervisors must complete Attachment B

Approve____ Disapprove____ _____
Department Head Signature/Date

Comments/Explanation if Disapproved_____

Attachment B
Supervisor's Assessment

When an employee submits a Request for Alternate Work Arrangement indicating the desire to telecommute, the supervisor is to complete the following and discuss with the employee.

SUPERVISOR ASSESSMENT	
Employee Name	
Department	
Title	
Name of Immediate Supervisor	
Date of Request	

I have reviewed the employee's request and find that the employee is an appropriate candidate to telecommute and their job duties are suitable for telecommuting.

By signing this agreement, I attest that I have read, understood and agree to comply with the City of Smyrna policy concerning Alternate Workplace Arrangements and all special stipulations concerning telecommuting. I agree that if this agreement is approved, that I will adhere to the terms and conditions of this agreement.

By signing below, I attest that I have discussed my assessment of the suitability of telecommuting and the department's expectations with the employee. Any areas of disagreement or concern have been noted and documented and are attached.

Supervisor's Signature

Date