

EMP 9 FLEXTIME Proposed Policy Updates

Summary of Changes

- Retitle policy from FLEXTIME to ALTERNATE WORK ARRANGEMENTS (AWA)
- Redefine purpose as it relates to benefits to
 - Citizens
 - City/Employer
 - Employees
 - Environment / Sustainability
- Expand arrangement options to include Telecommuting
- Clearly defines eligibility and request process (updated forms)
- Defines special stipulations for telecommuting
 - Expectations and Responsibilities of Employees
 - Liability
 - Equipment and supplies
- Assigns oversight of arrangements to department
 - May review, approve, deny, amend or rescind as appropriate