

# ALTERNATIVE WORK OPTIONS



## PURPOSE

Durham County may allow employees to request an alternative work option, in recognition of the importance of employees' work-life balance and to enhance the County's ability to provide services.

## POLICY

This policy provides guidelines to implement and monitor an employee's alternative work schedule.

## ELIGIBILITY

All regular full and part-time County employees covered by the Personnel Ordinance after a minimum of six months of employment with department approval, and all those pursuant to a Memorandum of Understanding.

## DEFINITIONS

Alternative work schedule – An adjusted schedule that allows the employee to work a flex schedule, compressed schedule, job share, reduction in hours, and/or to telecommute.

Compressed schedule - Allows full time employees to work fewer days than their standard work schedule in exchange for a partial day or an entire day off in the pay period.

Flex schedule – Job arrival and departure times that vary from the standard work schedule in which the employee works the required number of hours per pay period.

Job sharing – Two employees coordinate their time to cover the duties of a single full-time position.

Reduction in hours – Schedule that is less than full-time hours.

Telecommuting – Employee has the ability to access and perform work remotely.

Work Schedules - The number of working hours in a given period. Full time includes: 37.5, 40 or 42 hours per week. Part time includes: hours worked that are less than 37.5 hours per week.

Wendell M. Davis, County Manager

Signature: 

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## **PROCEDURE**

Employee work schedules are established based on the needs of the County.

The County reserves the right to discontinue an alternative work schedule based on the needs of the department and/or employee usage.

Employee must submit a written request for an alternative work schedule to her/his supervisor for department approval.

Alternative work options that may be requested include: flex schedule, compressed schedule, job sharing, reduction in hours, and telecommuting.

An employee's eligibility for an alternative work schedule will depend on an assessment of whether her/his proposed work schedule will enable the employee to fully meet performance requirements. An employee's primary responsibility is to perform the duties of her/his job, including timely response to telephone and e-mail communications, the ability to meet and interact with other employees, and serve customers.

The department will review and approve or deny the request, and will resolve any resulting conflicts. The requested schedule must not interfere with department operations, productivity, and customer service delivery. Prior to working an alternative work schedule, the employee must obtain approval from the department.

If approved, the supervisor must establish and track the daily work hours and monitor the work performed. Non-exempt employees working remotely must keep detailed records of hours worked, and corresponding output. Employees not performing work as required will be removed from the alternative work schedule. Employees must not work overtime hours without supervisor's prior approval. Work schedules and compensation must meet the requirements of the County's workweek and overtime compensation policies and will be administered according to the Fair Labor Standards Act (FLSA) guidelines.

Employees who are subject to the Human Resources Personnel Act (e.g. Social Services, Public Health, Emergency Management) and receive a written warning are eligible to work an alternative work schedule.

Employees who are subject to the Human Resources Personnel Act (e.g. Social Services, Public Health, Emergency Management) and receive a suspension without pay or demotion are not eligible to work an alternative work schedule.

Employees who are not subject to the Human Resources Personnel Act and in the disciplinary process are not eligible to work an alternative work schedule.

Benefits and leave accrual will be affected for employees who are approved for a job share schedule.

The employee will receive holiday leave based on her/his standard work schedule for the position, and not the adjusted hours of the alternative work schedule.

The employee's total hours worked per pay period should not change due to the alternative work schedule except where the request is for a reduction in hours.

## **RESPONSIBILITY**

It is the responsibility of Durham County supervisors and managers to uniformly administer, communicate, and ensure compliance.

It is the responsibility of the Human Resources Department to interpret, monitor, and update the policy content.

It is all employees' responsibility to comply with policy guidelines.

Any violation or policy misuse will result in disciplinary action up to and including dismissal.