

# Georgia Department of Community Health

<b>Alternative Work Schedules</b>	<b>Policy No. 313</b>
<b>Effective Date:</b> January 1, 2004 <b>Release Date:</b> December 22, 2003	<b>Page 1 of 4</b>

- References:**
1. DCH Policy No. 310, Hours of Work
  2. DCH Policy No. 314, Teleworking

## **I. Purpose**

The purpose of this policy is to define alternative work schedule options and to provide guidelines.

## **II. Scope**

This policy applies to all employees of the Department of Community Health.

## **III. Policy**

- A. The Department of Community Health recognizes alternative work schedules as a viable work option that benefits the employer, the employee, and the community. Alternative work schedules may be utilized to enhance work unit effectiveness and productivity levels, while also addressing the quality of work/life issues faced by employees.
- B. The work hours of employees must be scheduled based on the needs of the organization. Managers may allow employee to work desired hours, provided that it is not detrimental to departmental operation or to the workload of other employees.
- C. Work schedules may vary depending on the types of duties performed and work location.
- D. Benefits to the employer include reduced employee absenteeism; reduced turnover; enhanced recruitment or quality employees and ability to attract expanded labor pools; and improved employee morale.
- E. Benefits to the employee include increased flexibility; increased options for employees; and reduced commute time allows more time for family and/or community activities.
- F. Benefits to the community include reduced traffic congestion; reduced energy consumption; and improved air quality.

## **IV. General Provisions**

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- A. Employees must be scheduled for duty during core work hours and must comply with the departmental policy concerning the earliest and latest times permissible for employees to report to work as outlined in Policy No. 310, Hours of Work.
- B. Employees are required to schedule an unpaid meal period of 30 minutes to 60 minutes each day. Meal periods may not be used to begin the workday later or end the workday earlier.
- C. Supervisors must ensure that the use of alternative schedules does not adversely impact the unit's ability to achieve its goals and objectives. Staffing must be adequate to meet the needs of each individual work unit.
- D. The following alternative work schedules may be considered:

Flexible Work Schedules

- a. Supervisors may authorize flexible work schedules that allow an employee to report for work at specified intervals (e.g., 7:30 a.m., 7:45 a.m., 8:00 a.m., 8:30 a.m., etc.) provided that the scheduled start time is no earlier than 7:00 a.m.
- b. Once the supervisor approves a work schedule, it will remain unchanged unless modified by the supervisor or until a written request for an adjustment is submitted to and authorized by the supervisor.

2. Alternate Work Week (AWW)

- a. This plan covers a two-week period. Employees may be permitted to work four 9-hour days and one 8-hour day with one-week day off every other week.
- b. If an FLSA non-exempt employee is placed on AWW, the 7-day work period must be established to begin in the middle of the 8-hour workday.
- c. The Office of Human Resources will develop AWW schedules on a quarterly basis to ensure that employees work the required number of hours. These schedules will incorporate holidays that occur during the quarter so that schedule adjustments will not be necessary.

3. Compressed Work Week (CWW)

- a. Employees may be permitted to work four 10-hour days during the specified 7-day work period.
- b. Employees on CWW may have a permanent or rotating day off each week. The supervisor must approve changes in the day off.

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- E. State holidays are considered an eight-hour day.
  - 1. The AWW schedules account for holidays; therefore, employees on this schedule are not required to make any adjustment to their schedule.
  - 2. Employees on CWW, who are scheduled to work on a holiday, must make up the two-hour difference by either: using annual or personal leave; being placed on leave without pay; or working an adjusted work schedule to make up the difference in time during the workweek in which the holiday occurred.
  - 3. Employees on CWW whose scheduled off day falls on a holiday will be granted eight hours off on another day within that workweek, if possible. If workload requires the employee's presence at work the entire workweek, the employee should be granted eight hours off during the next workweek period.
  
- F. Participation in an alternative work schedule is a privilege, not a right. The schedule may be changed if situations such as the following occur: work is not being completed, emergencies occur, attendance problems arise, etc. When possible, and if appropriate, supervisors should give employees advance notice prior to changing work schedules.
  
- G. Employees are not allowed to participate in teleworking while on AWW or CWW
  
- H. Alternative work schedules are to be reviewed at least every 90 days, when there is a major job change (e.g., promotion), or when the employee or supervisor changes positions.

**V. Procedures**

A. Employee Eligibility Standards

All employees are eligible to select a **Flexible Work Schedule**.

- 2. In order to participate in the **Alternate Work Week (AWW) or Compressed Work Week (CWW)** schedules, an employee must meet the following criteria:
  - a. Be employed in or assigned to a position such that participation does not adversely impact the unit's ability to achieve its goals and objectives;
  - b. Not be subject to any disciplinary action which includes but is not limited to being on a work or attendance plan; and
  - c. Have consistently met established productivity levels and received, at a minimum, overall ratings of "Met Expectations" for both Responsibilities and Terms and Conditions of Employment on the most recent performance evaluation.

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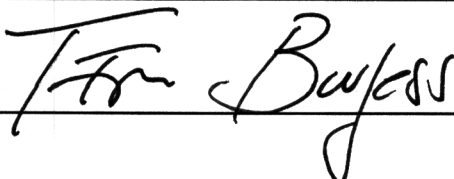
3. The Division Chief may waive specific eligibility requirements as necessary to meet departmental objectives or directives. Waivers should be discussed with the Director of Human Resources prior to approval of AWW and CWW.

**B. Alternative Work Schedule Request Process**

1. An employee may request approval by completing the *Request For Approval of An Alternative Work Schedule* (Attachment 1) and submitting it to his/her supervisor for review.
  2. The supervisor should indicate his/her recommendation concerning the requested alternative schedule and submit the form to the Division Chief for approval.
  3. If the request is approved, the supervisor shall:
    - a. Retain a copy of the approved *Request For Approval of An Alternative Work Schedule* for a period of one year from the date the schedule begins.
    - b. Provide the employee with a copy of the approved *Request For Approval of An Alternative Work Schedule* and ensure that the employee fully understands his/her responsibilities.
    - c. Forward a copy of the approved *Request For Approval of An Alternative Work Schedule* to the Office of Human Resources.
  4. If the request for the alternative schedule is denied, the supervisor and/or Division Chief must provide a written explanation to the employee outlining the reason(s) for the decision. This decision is final and is not appealable, grievable, or subject to review.
- C. Employees on an alternative work schedule must become familiar with the provisions of this policy and adhere to applicable terms and conditions of employment.
- D. The employee will remain on the authorized schedule for 90 days unless he/she makes a written request to the supervisor asking to modify the agreement.

**ATTACHMENT:**

- 1 Request For Approval of An Alternative Work Schedule

Approved by: 	Date: 12/22/03
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