

**Suggested policy format and content. RTPA specific policies should be developed in consultation with RTPA Legal Counsel, Board of Directors and appropriate regulatory agencies.**

## **7. Flexible Work Schedule**

RTPA supports the concept and use of flexible work schedules as a means of providing work/life balance for employees. A flexible work schedule program can maximize employee productivity, improve employee morale, reduce traffic congestion during peak travel periods, provide opportunities for employees to conduct personal business without taking either paid or unpaid time off, allow greater employee participation in family and community activities, and increase flexibility in meeting irregular scheduling needs while still being a productive employee.

The Flexible Work Schedule Program for eligible employees and positions permits ‘non-standard’ starting and ending times (within limits set by management) for an employee’s work day.

A flexible work schedule cannot interfere with the accomplishment of RTPA business, nor can a flexible work schedule cause a reduction in the level of service expected to be provided by the employee or their team. Flexible work schedules are a management option; it is not a benefit to which employees have any vested right.

A flexible work schedule may be informal, such as adjusting work hours during a particular week for a short-term project or to accommodate travel for agency business, or formal, as described below. Other informal, short-term arrangements may be made for employees on family or medical leave, to the extent practical for the employee and the organization and with the consent of the employee’s health care provider, if appropriate. All informal flexible work schedule arrangements will be made on a case-by-case basis, focusing first on the business needs of the organization. Such informal arrangements are not the focus of this policy.

### **Eligibility**

Approval for an employee to take advantage of a flexible work schedule will be given based upon the employee’s performance, the employee’s specific duties and responsibilities, and the employee’s ability to complete their duties and responsibilities efficiently and effectively within the proposed flexible work schedule. A flexible work schedule may not be appropriate for some employees and some positions.

### **Responsibilities and Expectations**

In establishing a flexible work schedule arrangement, both management and employees recognize that a flexible work schedule cannot prevent or interfere with the accomplishment of RTPA business, nor can a flexible schedule cause a reduction in the level of service expected to be provided by the employee or their team.

A Flexible Work Schedule Agreement is required to be approved, in advance, before an employee begins to work non-standard hours on a regular basis.

Under RTPA's Alternate Work Schedule, RTPA standard business hours are 7:30 a.m. to 5:30 p.m., Monday through Thursday and 7:30 to 4:30 on alternate Fridays. RTPA considers "core business hours" to be 9 a.m. to 4 p.m., Monday through Friday, excluding the lunch period. All employees, unless assigned a part-time or other type of alternate work schedule, are expected to work the core hours. An employee may request an exception to working the core hours by submitting a formal Flexible Work Schedule request.

RTPA recognizes that some employees are assigned part-time work schedules, or alternate full-time schedules that do not align to the agency's core business hours. In such situations, the usual work schedule will be coordinated between an employee and their supervisor.

To facilitate scheduling meetings and the coordination of work, an employee should establish a consistent schedule. Employees working a schedule that includes hours outside of 8 a.m. to 4 p.m., Monday through Friday, should block the time on their calendars during the normal work hours that they are out of the office.

Employees with a flexible work schedule must notify other employees - who will be affected by their presence or absence - of their usual work hours by posting schedules, identifying primary communication methods, notifying a receptionist, or other appropriate means.

Employees with a flexible work schedule may not propose a schedule that includes compensable overtime. Flexible schedules must not result in scheduled overtime or compensable time.

Employees with a flexible work schedule must be able to meet all workload requirements and attend all scheduled meetings, required or recommended training, conferences, etc. within the proposed schedule.

Employees with a flexible work schedule will be treated the same as other employees with regard to compensatory time and overtime if the employee is eligible. In accordance with Section 7.5 of the Employee Handbook, non-exempt employees will not earn overtime unless they work more than 40 paid hours in a workweek and the additional hours are pre-approved by the appropriate level of management.

Employees with a flexible work schedule are subject to the RTPA Employee Handbook and all policies.

## **Rescheduled 40 Hour Work Week**

One of the arrangements available to employees under the Flexible Work Schedule Program is a rescheduled 40 hour work week. This occurs when an employee requests that the hours for their usual work day fall outside the agency's standard business hours of 7:30 a.m. to 5:30 p.m., Monday through Thursday and 7:30 to 4:30 on alternate Fridays. There are three usage levels for this type of arrangement:

- Occasional Use

A supervisor may approve an informal, short-term flexible work schedule for an employee to adjust work hours during a particular week in order to meet a project deadline or to accommodate travel for agency business.

- Regular Use – All Work Hours include the Core Business Hours

- An employee and supervisor may agree to a standing flexible work schedule arrangement where the employee's usual work hours include the core business hours of 9 a.m. to 4 p.m., Monday through Friday.
  - It is recommended that the employee and supervisor agree to the usual work schedule in writing. A Flexible Work Schedule Agreement is not required for this type of arrangement.
  - Once approved, the employee is responsible for informing his/her supervisor of any temporary variation in his/her work schedule from the approved schedule.
  - An employee may request a change or end their flexible work schedule by notifying their supervisor in writing.
  - In approving such an arrangement, the supervisor must ensure that the flexible work schedule does not prevent or interfere with the accomplishment of RTPA business, nor can the flexible schedule result in a reduction in the level of service expected to be provided by the employee or their team.
  - Employees must recognize that a supervisor may change or revoke the approved schedule at any time.
- **Regular Use – Some Work Hours are Outside the Core Business Hours**
    - An employee may request a standing flexible work schedule arrangement where some of the employee's usual work hours are outside the core business hours of 9 a.m. to 4 p.m., Monday through Friday. For example an employee may request to start his/her work day at 6:30 a.m. and finish his/her work day at 3:30 p.m. In this case, the employee's schedule does not cover the core business hours.
    - A formal Flexible Work Schedule Agreement is required for this type of arrangement and should be approved, in advance, before the employee begins to work non-standard hours on a regular basis.
    - Once a Flexible Work Schedule Agreement has been approved, the employee is responsible for informing his/her supervisor of any temporary variation in his/her work schedule from the approved schedule.
    - An employee may request an ongoing change or end their approved Flexible Work Schedule Agreement by notifying their supervisor, and the Director of Finance and Administrative Services in writing.
    - The *Flexible Work Schedule Request Procedures and Approval Process* section provides more information.

### **Discretion of Executive Director**

The Executive Director is responsible for identifying if the aforementioned options are workable within his/her department. This includes determining if the schedule is appropriate for the employee and department and assessing the impact and outcomes on scheduling and work performance in terms of production, quality, and absenteeism.

### **Flexible Work Schedule Request Procedures and Approval Process**

An employee or supervisor may propose a flexible work schedule as a possible work arrangement. In certain instances, a flexible work schedule may be required by management to meet operational needs.

The criteria for considering a flexible work schedule request includes, but is not limited to:

- Duties of the employee's job and a determination as to whether work can be performed effectively with a flexible schedule.
- The impact of the flexible schedule upon the employee's ability to perform the required work tasks.
- The level of service expected to be provided by the employee and their team.
- The level of staffing and supervision needed at various times.
- The schedule of other employees within and outside the department with whom the employee must coordinate.
- The requesting employee's performance history.

A flexible work schedule must adhere to the following criteria:

- It must include working during core hours, from 9 a.m. to 4 p.m., excluding the lunch period, except as otherwise agreed.
- An employee must not be scheduled to work more than 10 hours per day.
- Non-exempt employees must not be scheduled to work more than 40 hours per workweek.
- Employees must schedule at least a 30 minute meal period each day.
- Any exceptions to these schedule criteria must be approved by the Executive Director.

Employees requesting consideration for a flexible work schedule should complete the 'Flexible Work Schedule' agreement/approval form and submit this to their supervisor. Flexible Work Schedule Agreements will be approved for a maximum of one year and will be reviewed by the Executive Director prior to becoming effective. An existing Agreement may be extended with approval from the supervisor and Executive Director via an Agreement Extension Request; each extension will be for a maximum of one year.

Upon approval of the Flexible Work Schedule Agreement, a three month trial period will commence. At the conclusion of the trial period, the employee and supervisor will review the arrangement and make a recommendation for continuance, modifications, or discontinuation to the Executive Director.

An approved Flexible Work Schedule Agreement will be subject to review if the employee is transferred or promoted to another position, if there is a significant change in the employee's job responsibilities, the employee's direct supervisor changes, or if there are performance issues. An approved Flexible Work Schedule Agreement may be revoked at the discretion of the Executive Director and/or if the criteria used for approval, as noted in this policy, are no longer met.

In the event that a flexible work schedule arrangement is to be discontinued, RTPA may provide the employee with thirty (30) days' notice of such a change to accommodate commuting, child care, and other problems that may arise from such a change. There may be instances, however, where no notice is possible or granted.

All approved requests will be forwarded to the Director of Finance and Administrative Services for program coordination and recordkeeping. The Director of Finance and Administrative Services has the general responsibility for overseeing the day-to-day implementation of this policy in accordance with payroll and legal requirements. Should an exception to the policy be desired, the request for exception is to

be put in writing to the Executive Director for review and approval. Such exceptions may be granted only by the Executive Director, in consultation with the employee's supervisor.