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| Town of Apex | Administrative Policy Number: 101 |
| **Administrative Policy and Procedure** | Effective: | 9-12-2016 |
|  | Supersedes: |  |
| **Flexible Work Scheduling** | Prepared by: | Eleanor Green, HR Director |
|  | Approved by: | Drew Havens, Town Manager |

### I. Policy Overview

The Town’s offices have set standard operating hours when they are open to the public. (Generally 8:00 am – 5:00 pm, Monday through Friday.) All departments are required to have adequate personnel coverage during these operational hours. This policy provides guidelines for work schedules for employees whose position allows for a variation in normal work hours.

### II. Purpose

The purpose of the Flexible Work Schedule and Telecommuting policy is to provide a means to address the potential conflicts an employee may experience between work and family obligations, or to assist an employee who is unable to physically be present at work due to illness or other circumstances where working a non-traditional work schedule, or working from home provides a satisfactory solution to the employee and Department Director. Flexible scheduling may also benefit the Town by providing for an expansion in service hours and an increase in employee job satisfaction.

### III. Variation in Normal Work Hours

An employee may request to work a regular work schedule that is different from the department’s normal operating hours. A regular fulltime work schedule must consist of 40 hours per week for non-exempt employees, or 80 hours per pay period for exempt employees, and meet the following parameters:

* The regular work schedule is consistent on a weekly or bi-weekly basis and is not adjusted daily unless work demands such as after-hour meetings create a need for a variance on certain weeks. The hours of the work day may be the same or vary as long as the schedule is regular, with variances approved by the supervisor.
* The established flextime schedule does not create an overtime liability.
* Adequate supervision, or accountability measures must be in place during the flextime period.
* The planned regular work schedule must include a minimum of a 30-minute meal period for all work days longer than 6 hours. The meal period is intended to be a break within the work day, and should not be taken at the end of the day unless special circumstances require the employee to work through the normal meal period.
* Employees who work a pre-determined work schedule with varying daily hours may be required to return to a normal work schedule or adjust their work hours for all weeks that contain a Town holiday.

Flexible work schedule requests must be approved by the Department Director who is responsible for ensuring that customer service is not diminished and business operations are not negatively impacted by a flexible work schedule.

**IV. Telecommuting**

Telecommuting options may be available to employees when the department head determines customer service, teamwork and productivity is not negatively impacted, and when the employee has satisfactorily completed the probationary period and is meeting or exceeding all performance expectations. Telecommuting is not an entitlement for any position and participation in a telecommuting arrangement may be ended at any time by the employee or the Department Head. Telecommuting options may be offered to employees on a regularly scheduled basis or as a short-term arrangement. Before telecommuting begins on a short-term or regular basis, the IT Department must review and approve the equipment used in the telecommuting arrangement.

Any telecommuting arrangement on a regular basis should adhere to the following standards:

* All telecommuting schedules will start on a trial basis for up to 3 months, and a decision to continue or discontinue the arrangement will be made after this trial period.
* The department head will establish the number of days an employee is allowed to telecommute. Regularly scheduled days for telecommuting would not normally include Monday or Friday or normally exceed two days per week. Regular telecommuting hours will be established and meet the criteria for flexible work scheduling.
* Telecommuting is not a substitute for child care, and as such the employee’s priority during the telecommuting hours must be on work. Department heads may establish procedures to ensure an employee is available to work during telecommuting period, with the exception of the meal break.
* The employee must sign a telecommuting agreement prior to beginning the telecommuting arrangement. The agreement will be maintained in the employee’s personnel file and will outline the responsibilities the employee and Town have for providing office space, supplies, equipment, etc., during the telecommuting period as well as expectations for accounting for work hours, liabilities and any other special requirements.
* The employee must agree to pay for and use personal internet services as needed for work purposes.

Telecommuting arrangements may be allowed for employees on a short-term basis when personal situations make it difficult for an employee to be physically present at work and it is for the benefit of the Town and the employee to perform designated work assignments remotely. Short term telecommuting arrangements are less formal, and will have specific outcome-based assignments that are agreed on in advance by the employee and supervisor and approved by the department director. A formal telecommuting agreement should be signed for any short-term arrangement that will extend longer than 6 weeks.