


City of SeaTac

Policies and Procedures

Policy Number:	PP 1.06
Policy Name:	Flexible and Alternative Work Schedules
Department(s):	Citywide
Effective Date:	March 29, 2017
Supersedes:	Hours of Work and Schedules Memo 05/21/2014
Prepared by:	Vanessa Audett, Human Resources Manager
Approved by:	Joseph Scorcio, City Manager
Signature:	

Purpose:

The City of SeaTac recognizes the value of Flexible and Alternative Work Schedules (FAWS) in effort to meet the needs of the citizens of SeaTac, to accommodate the commute trip reduction program, to staff departments as needed, and to provide a work/life balance for employees. The purpose of this policy is to provide a framework for City employees and department heads to establish and administer FAWS. This policy in no way covers every situation that may arise under FAWS and FAWS shall not be viewed as an entitlement. The availability of FAWS does not alter the responsibility nor diminish the authority of department heads to establish and adjust work schedules.

Definitions:

Alternative Work Schedule: An alternative work schedule is a pre-scheduled, fixed, continuous schedule of hours that deviates from the regular city hours. Exempt employees are required to work additional hours (including flex days) or modify hours in order to meet job expectations and/or emergency situations.

Core Hours: Core hours are determined by the department head as the hours during the workday the department’s core services must be provided to other departments or the public. Department heads may further define core hours for their respective department.

Flexible Work Schedule: A flexible work schedule generally allows employees flexibility in the daily start and end times of their schedule provided that the number of workdays per week and hours worked requirements are met.

Full Services: Providing the department’s full range of services to customers and other departments.

Job Share: More than one employee shares the duties of one full-time budgeted position. Work hours of each employee may vary.

Minimum Services: Providing in-person responses to customers and other departments.

Regular City Hours: Monday through Friday, 8:30 a.m. – 5:00 p.m.

Telecommuting: Telecommuting is the practice of an employee performing their work-related responsibilities remotely through utilization of information technologies. Remote worksites may include homes, or other remote locations.

Policy:

It is the policy of the City that all employees may be considered for a FAWS on a case-by-case basis. All FAWS must be in compliance with state and federal wage and hour laws.

Department Heads are eligible for City Manager approved flexible schedules. Department Heads are not eligible for alternative work schedules.

Examples of Alternative Work Schedules

4 Day / 9 Hour & 1 Day / 4 Hour*

M	T	W	T	F
9	9	9	9	4

M	T	W	T	F
9	9	9	9	4

9 Day / 80 Hour*

M	T	W	T	F
9	9	9	9	8

M	T	W	T	F
9	9	9	9	F

4 Day / 10 Hour*

M	T	W	T	F
F	10	10	10	10

M	T	W	T	F
F	10	10	10	10

**The examples illustrate varying schedule types and may be altered (varying flex day, etc.) by department heads on a case-by-case basis.*

Job Share (Limited Availability)

In rare circumstances, a job share may be authorized as part of a reasonable accommodation and/or for limited special circumstances, such as one full-time employee holding two part-time positions. For more information please speak with the Human Resources Manager.

Telecommuting (Limited Availability)

In rare circumstances, telecommuting may be authorized for completion of project-based work, as part of a reasonable accommodation, and/or for limited special circumstances. Any telecommuting must be authorized in advance by the City Manager and be memorialized in a formal Telecommuting Agreement. For more information please speak with your supervisor, Department Head or the Human Resources Manager.

Procedure:

Request for a FAWS

The employee must submit a request for FAWS in writing to the department head using the FAWS Request Form (exhibit A).

For positions requiring a FAWS, the department head may submit a completed and approved FAWS Request Form to Human Resources.

Approval/Denial of FAWS

Determining Eligibility

Upon receipt of the FAWS Request Form, the department head shall determine the employee's eligibility. When determining whether an employee is eligible for a FAWS, the department head shall consider:

- Does this FAWS affect customer service or customer needs adversely?
- Will my department be staffed for full services during core department hours?
- Will my department be staffed to meet minimum demands during regular City hours?
- Is this employee currently meeting satisfactory performance standards?
- Has this employee demonstrated the ability (trust, dependability, self-initiative, self-sufficiency) to work unsupervised during work hours outside of regular City hours?
- Does this employee have a satisfactory attendance record?

If approved, the FAWS Request Form must be signed by the employee, the immediate supervisor and/or department head, the Human Resources Manager, and the City Manager and the approved form must be submitted to Human Resources before the FAWS begins.

If denied, the employee will receive the denied FAWS Request Form back with an explanation by the department head as to why the FAWS request was denied.

Review of FAWS

All approved FAWS require annual review by the department head. Individual department heads are authorized by the City Manager to set annual review dates at their discretion.

Termination of FAWS

In the event an approved FAWS is terminated by the City through no fault of the employee, and barring any unforeseen extenuating circumstances, the department head shall provide a 30-day

notice of the FAWS termination. The notice period is intended for the impacted employee(s) to make personal arrangements to enable compliance with a revised schedule. The revised schedule will be effective at the beginning of the first pay cycle following the 30-day notice period.

In the event a FAWS is terminated as a result of a disciplinary action, the change will be effective at the beginning of the next pay cycle or as defined, as appropriate, in the disciplinary action.

The City reserves the right to alter, amend, or revoke FAWS at any time, with or without reason or notice.

Vacation, Sick, Holiday and Leave Usage

Any leave taken during a FAWS will reflect the actual number of work hours scheduled for the workday(s). For example, if an employee is scheduled to work 9 hours and requests to use vacation or sick leave for that day, 9 hours of leave will be recorded on the timesheet. If an employee is scheduled to work 4 hours and requests to use vacation or sick leave for that day, 4 hours of leave will be recorded on the timesheet.

Holidays are paid at 8 hours per day. If a holiday falls on an employee's scheduled 9 hour day, the employee will receive 8 hours of holiday pay and use 1 hour of eligible leave. If a holiday falls on an employee's scheduled 4 hour day, the employee will take 4 hours of holiday pay and take the remaining 4 hours of holiday pay on a scheduled workday within the same week. If a holiday falls on an employee's scheduled flex day off, the employee will take the holiday on a scheduled workday within the same week.

Collective Bargaining Agreements:

Employees covered by a Collective Bargaining Agreement ("CBA") will be subject to the specific terms of the agreement applicable to Flexible and Alternative Work Schedules and are excluded from the provisions of this policy. In the event the CBA does not contain any provision relating to flexible and alternative work schedule policy or procedure, then the affected employees covered by same will be governed by this policy.



Flexible & Alternative Work Schedule Request Form

Employee Name: _____ Today's Date: _____
Position: _____ Effective Date: _____
Department: _____

Alternative Work Schedule

Reason for Request:

- Facilitate CTR Adequate Staffing Work/Life Balance Customer Service
 Other Explain Other: _____

Type of Schedule Requested:

- 4 Day / 9 Hour & 1 Day / 4 Hour 4 Day / 10 Hour
 9 Day / 80 Hour Other _____

Flex Day: _____

Notes: _____

Flexible Work Schedule

Start Time: _____ End Time: _____

Approvals:

Employee*

Human Resources Manager

Supervisor

City Manager

Department Head

FAWS Review Date

ROUTE TO: PAYROLL

**Employee signature acknowledges that they have received a copy of the City policy on Flexible and Alternative Work Schedules.*