

## Flexible Work Schedule

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## Flexible Work Schedule - Definition

- The normal 8 to 5 work schedule can be adjusted to accommodate personal lifestyles or obligations.
- The hours worked will equal the number of hours for which the employee is budgeted.

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## Considerations

- Regular budgeted employees are eligible to apply for flextime.
- Main administrative offices will be open from 8:00 a.m. to 5:00 p.m., Monday through Friday.
- Flexible work schedules are intended to be permanent or semi-permanent and must be requested and approved in advance and in writing.
- Employee's must work the required number of budgeted hours of work in a workweek.
- Flexible schedules may be terminated by supervisor at his/her discretion.

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**Alternate Work Location  
or Telecommuting**

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**Alternate Work Location -  
Definition**

- Relocation of an employee's work site to an alternate work location
- Can be part-time or full-time
- Hours worked depend on factors such as the nature of the work to be done, the needs of unit, and if possible, the needs or wishes of the employee

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**Eligibility**

- Regular budgeted employee who has completed the probationary period
- Current annual performance evaluation with overall rating of "effective" or "highly effective"
- Not currently the subject of a formal disciplinary action
- Be able to perform the duties of their job description while working at the alternate work location

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## Considerations for Approval or Denial

- Supervisor determines if employee meets minimum eligibility requirements by reviewing employee's current job description, current annual performance evaluation, and other relevant documents.
- Supervisor considers impact of AWL agreement on the unit (e.g. staffing, customer service, timely handling of routine tasks, phone coverage, team responsibilities, and other operational considerations).

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## Advantages of AWL and Flexible Work Schedules

- Increased productivity
- Lower use of sick leave
- Improved employee morale
- Improved recruitment and retention
- Expanded service hours (Flexible Work Schedule)

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## Disadvantages of AWL and Flexible Work Schedules

- Staffing/vacation/leave coverage
- Scheduling meetings
- Loss of cohesiveness/interpersonal dynamics
- Safety/security/liability

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## Questions Managers Ask

- Who can telecommute or work a flexible work schedule?
- How often should employees telecommute?
- How will I know if employee is really working?
- What if the employee doesn't seem to be getting the job done?

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## Questions, cont'd.

- What do I tell employees who don't have the right kind of job for these options?
- What do I do if a telecommuter is injured while working at the alternate work location?
- Will this take a lot of management or supervisory time?
- Can I, as a supervisor/manager, also telecommute or have a flexible work

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## Considerations

- Evaluate organization needs
- Consider positions/employees
- Determine budget and equipment needs
- Set schedules
- Set goals and timetables
- Establish performance criteria
- Determine communication arrangements
- Discuss alternate work arrangements and any family care issues (alternate work location)
- Determine budget and equipment needs (alternate work location)

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### Flexible Work Schedule Procedures

1. Employee completes Flexible Work Schedule Request (form AG-430) and submits to his/her supervisor for approval or denial
2. If approved, supervisor forwards to unit head for approval or denial
3. Supervisor notifies employee of decision

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### Alternate Work Location Procedures

1. Employee completes AWL Request (form AG-438) and submits to his/her supervisor
2. If denied, supervisor notifies employee and provides employee and next level supervisor with copy of AG-438
3. If supervisor recommends approval, he/she attaches the AG-438 and a copy of the employee's current job description and forwards to the Ag. Program Human Resources Office

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### Alternate Work Location Procedures, cont'd.

4. Upon approval of the request, the employee and supervisor complete an AG-439 (have signed by unit head), AG-440 and AG-441
5. AWL agreement is to be reviewed at the end of three months by the supervisor and the employee to determine if continuation is mutually beneficial
6. AWL agreement will be evaluated annually during the employee's performance review and other times as needed

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