



Administrative Regulations
Office of the Mayor

Title: **ALTERNATIVE WORK SCHEDULE**

A.R. Number: 2.12 Effective Date: 1/1/2012 Page: 1 of 3

Supersedes: NA A.R. NA DATED: NA

I. PURPOSE

The purpose of this regulation is to support the creation of alternative work schedules (AWS) providing employees and the city alternatives in employees' work schedules. This policy supports the Clean Air Act by reducing the number of hours and miles City of Richmond employees spend traveling to and from work. The added flexibility in creating alternative work schedules may also provide opportunities for greater efficiency and expanded hours of customer service.

Questions regarding this policy and related procedures should be addressed to: Telework@richmondgov.com.

II. POLICY

This regulation is intended to provide for a flexible working environment while ensuring that appropriate work standards are maintained. An alternate work schedule (AWS) is not a formal employee benefit; it is an option granted by the appointing authority to employees that meet certain predefined requirements. The alternate work schedule must be in the best interests of both the City of Richmond and the employee. It should provide benefit – or at least not cause significant problems – for the granting agency, supporting agencies (customers), and the employee. The appointing authority has the right to revoke the privilege at any time based upon factors that may limit the benefit of the alternate work schedule arrangement.

Scope: This policy applies to employees currently subject to the standard work schedule, which is 8:00 a.m. to 5:00 p.m., Mondays through Fridays with an hour lunch each day (or to equivalent individuals paid on the 40 hour per week schedule).

Eligibility: Employees must have completed their probationary period and must meet and maintain a rating of 275 or above on the annual employee performance evaluation in order to be eligible to request a telecommuting arrangement. Exceptions to this eligibility requirement may be granted by the Appointing Authority under special circumstances, including but not limited to: a situation where an employee is physically incapable of reporting for normal duty at city facilities, or when it is determined that doing so would reward or motivate improvement.

III. PROCEDURE

1. Employees working alternative schedules who are covered by the Fair Labor Standards Act (FLSA) may not be scheduled to work more than 40 hours in any week.
2. All alternative work schedules shall provide that employees working a 40-hour week will work 80 hours each and every two-week pay period.
3. Upon the successful completion of the Selection Criteria Worksheet, an employee working an alternative work schedule shall enter into a written agreement providing the details of the alternative work schedule. The agreement shall be signed by the employee, the employee's supervisor, and the appointing authority. (AWS Agreement form attached).
4. The employee shall have the right to return to the standard work schedule at any time, and the agency may require the employee to return to the standard work schedule any time the needs of the agency require it or for other work-related reasons. Employees may not change the approved schedule from one alternative work schedule to another alternative work schedule, without written agreement. Agencies have the right, as part of their internal written policies, to restrict start times of alternative work schedules to specific times of the year.



Administrative Regulations

Office of the Mayor

Title: ALTERNATIVE WORK SCHEDULE

A.R. Number: 2.12 Effective Date: 1/1/2012 Page: 2 of 3

Supersedes: NA A.R. NA DATED: NA

5. Alternative work schedules may be developed which include the core hours of 10:00 am through 3:00 pm, Monday through Friday. Employees working seven or more hours in a day must be scheduled to take a 30-minute or 60 minute lunch break within the middle two hours of that day. Within these parameters, agencies may be flexible in the number and types of available work schedule options.
6. Agencies may make more restrictive alternative work policies, but cannot make less restrictive policies.
7. Vacation and sick leave accruals remain as normal. Leave usage will be charged based on the approved work schedule, e.g. 10 hours/day for 4 day/10 hour schedules.
8. A permanent, full-time employee is compensated 8 hours for holiday leave pay on approved city holidays. Whenever possible, an employee on an alternative work schedule (i.e. 4 day/10 hours per week) should revert back to a normal 5 day/8 hour schedule during holiday weeks. If this is not practical (e.g. with 5 day/9hour; 3 day/9 hr plus 1 day/8 hour schedules), then the employee and supervisor shall arrange the employee's schedule so the employee works the required 80 hours in the pay period.

An employee on an alternative work schedule, who would have been required to work more than 8 hours on a day that is a city holiday and is approved to retain their schedule during a holiday week, shall account for the additional time required through annual leave or compensatory time or by working the additional hours within that two-week pay period in order to complete 80 hours in a pay period.

9. When an approved city holiday falls on a day that a permanent, full-time employee on an alternative work schedule would not be scheduled to work, the employee shall receive equivalent leave credit (8 hours) off. Use of this holiday leave credit shall require approval, as does annual leave, and must be taken in a lump sum increment. An employee whose regular schedule of hours exceeds an 8 hour day must account for the additional hours through the use of annual leave, compensatory leave or by working the additional hours within that two-week period with prior approval.
10. Management reserves the right to temporarily revert the schedule to a normal work week or to a special flexible schedule in order to accommodate training, attendance at conferences or other special events.
11. With management approval, employees may further flex their schedule within an individual one-week work period in order to utilize any compensatory time that would otherwise be accrued within that time period.
12. If an employee is out for a period of more than two weeks, then his/her schedule automatically reverts to a normal schedule for the duration of the time that he/she is not working.
13. An employee who is working an alternative work schedule and receives an unsatisfactory or needs improvement performance evaluation will be returned to their normal work schedule if the supervisor determines the employee's performance is impacted by the alternative work schedule.
14. An employee working an alternative work schedule that is subjected to disciplinary action based upon just cause may be removed from the alternative work schedule by the employee's supervisor.
15. Compensatory time will still be governed by other applicable rules and regulations such as FLSA and/or city policies.



**Administrative Regulations
Office of the Mayor**

Title: ALTERNATIVE WORK SCHEDULE

A.R. Number: 2.12 Effective Date: 1/1/2012 Page: 3 of 3

Supersedes: NA A.R. NA DATED: NA

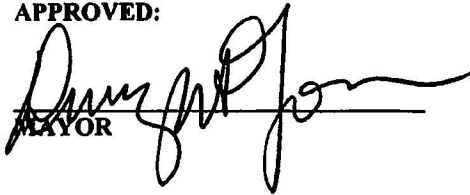
IV. REGULATIONS UPDATE

The Office of the Chief Administrative Officer and the Department of Human Resources shall be responsible for modifications to this policy.

RECOMMEND APPROVAL:


CHIEF ADMINISTRATIVE OFFICER

APPROVED:


MAYOR



Administrative Regulations
Office of the Mayor
Title: ALTERNATIVE WORK SCHEDULE
A.R. Number: 2.12 Effective Date: 1/1/2012 Page: 4 of 6
Supersedes: NA A.R. NA Dated: NA

Selection Criteria Worksheet

Send your AWS questions to: Telework@richmondgov.com

The purpose of this worksheet is to assess an employee's job characteristics, work habits, and competencies for successfully working an alternate work schedule:

Alternative Work Schedule (AWS) Candidate Information	
Employee Name	
Supervisor Name	
Anticipated AWS Start Date	

Evaluate the employee's current existing job function (note: if your responses are primarily medium to high then this employee is more likely to be a good candidate for an alternate work schedule)	Low	Medium	High
Clarity of work goals and objectives			
Ability to schedule face-to-face contact (meetings, etc.) within scheduled days			
Ability to control work flow/schedule			
Ability to collaborate with others to ensure work continuity on days off			
Ability to meet internal and external needs within requested schedule			
Ability to measure quantity and quality of performance			
Ability to benefit from uninterrupted and non-standard time			
Ability to maintain project schedules and report progress or roadblocks to supervisor in a timely fashion			
Evaluate the employee's current existing job function (note: if your responses are primarily low to medium then this employee is more likely to be a good candidate for an alternate work schedule)	Low	Medium	High
Amount of time required on site during standard work days/hours			
Impact on work team when employee is off on standard work day			
Impact on project continuity when employee is off on standard work day			
Amount of customer feedback required on a daily basis			
Amount of co-worker feedback required on a daily basis			
Amount of support from supervisor required on a daily basis			



Administrative Regulations
Office of the Mayor
Title: ALTERNATIVE WORK SCHEDULE
A.R. Number: 2.12 Effective Date: 1/1/2012 Page: 5 of 6
Supersedes: NA A.R. NA Dated: NA

Evaluate the employee's work style and level of performance (note: if your responses are primarily medium to high then this employee is more likely to be a good candidate for an alternate work schedule)	Low	Medium	High
Level of job knowledge			
Experience on current assignment			
Degree of confidence in making independent decisions			
Level of organizing and planning skills			
Degree of self-discipline regarding work			
Level of trust regarding work hours			
Degree of reliability			
Degree of self-motivation			
Level of Productivity			
Desire to be results oriented			
Quality of work product			
Written communication skills			
Relationship with customers			
Relationship with peers			
Level of understanding of City of Richmond policies and procedures			
Level of computer literacy			
Degree of flexibility			
Adaptability of current job to the non traditional work schedule			
Adaptability to changes in schedule when necessary			

Supervisor Signature

Date

Department Director/Designee Signature

Date



**Administrative Regulations
Office of the Mayor
Title: ALTERNATIVE WORK SCHEDULE
A.R. Number: 2.12 Effective Date: 1/1/2012 Page: 6 of 6
Supersedes: NA A.R. NA Dated: NA**

Alternative Work Schedule Agreement

Send your AWS questions to: Telework@richmondgov.com

Employee's Name: _____ **Position:** _____
Department/Agency: _____

Employee hereby requests, and employer hereby approves the following Alternative Work Schedule:

FIRST WEEK	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time:					
Lunch (30 or 60)	<input type="checkbox"/> 30 <input type="checkbox"/> 60	<input type="checkbox"/> 30 <input type="checkbox"/> 60	<input type="checkbox"/> 30 <input type="checkbox"/> 60	<input type="checkbox"/> 30 <input type="checkbox"/> 60	<input type="checkbox"/> 30 <input type="checkbox"/> 60
End Time:					
Hours Worked:					
SECOND WEEK	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time:					
Lunch (30 or 60)	<input type="checkbox"/> 30 <input type="checkbox"/> 60	<input type="checkbox"/> 30 <input type="checkbox"/> 60	<input type="checkbox"/> 30 <input type="checkbox"/> 60	<input type="checkbox"/> 30 <input type="checkbox"/> 60	<input type="checkbox"/> 30 <input type="checkbox"/> 60
End Time:					
Hours Worked:					

1. This agreement and schedule shall be effective: _____.
2. The terms and conditions of the City of Richmond Alternative Work Schedule Administrative Regulation (#) is incorporated into this agreement by reference and made a part of this agreement.
3. I understand that this schedule may be modified or cancelled in accordance with the Alternative Work Schedule Administrative Regulation.
4. Employee understands that alternative work schedule eligibility is a privilege. Failure to abide by the terms and conditions of this agreement, or the Alternative Work Schedule Administrative Regulation, will result in loss of the privilege.

Signature of Employee

Date

Signature of Supervisor

Date

Signature of Appointing Authority

Date