

Alternative Work Arrangement Policy



1. POLICY STATEMENT

Employees may choose a different work schedule to meet personal or family needs. Alternatively, employers may initiate various schedules to meet their customer needs.

2. PURPOSE

Flexible work arrangements are changes to an employee's terms and conditions of employment. This allows employees to achieve better work and home life balance. Alternative work arrangements improve employee retention and presenteeism, job satisfaction and company culture.

3. SCOPE OF POLICY

This Policy applies to all active employees of _____.

4. DEFINITIONS

Alternative Work Arrangements

Any change or modification to the work arrangement including number and/or time of hours worked, work schedule, location of work, or type of compensation are considered alternative work arrangements. An alternative work arrangement should allow for more flexibility to balance work and home life.

Flexible Hours

Flexible hours consist of daily work hours other than the standard work hours. To be approved, flexible hours must meet the following criteria:

- The employee must work 37.5 hours September to June, and 32.5 hours July to August
- The employee must be in the office during the core business hours of 9:30 a.m. to 3 p.m.
- The employee may choose to take a shortened lunch hour, of not less than 30

minutes, in order to accommodate flexible work hours

- The flexible hours must not impact the employee's ability to perform job requirements to their manager's satisfaction
- The employee must maintain a satisfactory or better performance rating
- The flexible hours must not impact the requirement for functional employee coverage during standard business hours of 8:30 a.m. – 5 p.m.

Flexible hour arrangements will be reviewed on a regular basis (at least once a year) and may be revoked if the functional manager and the CEO determine that any of the criteria are not being met.

Part-Time Hours

Part-time hours consist of a workweek less than 37.5 hours September to June, and 32.5 hours July to August. To be approved, part-time hours must meet the following criteria:

- On days of schedule work, the employee must be in the office during the core business hours of 9:30 a.m. to 3 p.m.
- The employee may choose to take a shortened lunch hour, of not less than 30 minutes, in order to accommodate part-time work hours
- The part-time hours must not impact the employee's ability to perform job requirements to their manager's satisfaction

The part-time hours must not impact the requirement for functional employee coverage during standard business hours of 8:30 a.m. – 5 p.m.