

## PERSONNEL

### Alternative Work Schedules: 12-Month, Non-Instructional Employees

This Policy provides guidelines to schedule reasonable and flexible work hours for 12-month employees. Alternative work schedules may include, but are not limited to, compressed workweeks and flexible hours.

#### **A B. Guidelines**

The Superintendent/designee is authorized to establish alternative work schedules under the following guidelines:

1. The employee agrees to participate, and
2. The efficiency and productivity of instructional and support services will not be impaired.

#### **B A. Definitions**

##### 1. Standard Workweek

The regular workweek for a full-time, 12-month employee (2080 hours) consists of a five-day, 40-hour per week schedule for every seven calendar-day period.

##### 2. Compressed Workweeks Schedules

a. A compressed schedule enables the full-time employee to complete a week's basic work requirement in a 4-day week. The employee's time of arrival and departure from the work site are set, as are the days on which they are to complete the basic work requirements. For eligible non-exempt employees working under compressed schedules, overtime pay will continue to be applicable for time exceeding 40 hours in a workweek, paid for work outside the compressed schedule

b. Employees on a compressed workweek taking leave will remain on their alternative schedule during that week and take appropriate leave at a rate comparable to the scheduled work hours. For example, for someone on a four-day workweek schedule, each day of leave would equal ten (10) hours.

##### c. **Exceptions:**

1) Employees attending workshops, conferences, training sessions, etc. lasting one full day or longer, will generally revert to the regular workweek for that week. However, the supervisor may determine that the hours worked during the special activity and/or hours worked on return to the worksite satisfied the employee's obligation to work a minimum of 40 hours.

2) During weeks with holidays, all employees on a compressed workweek will observe the regular workweek for that week. For example, for someone on a

four-day workweek schedule, and the Monday was a holiday, the employee would work four eight-hour days.

3) Employees who have received notification of selection for a term of jury duty will revert to the regular workweek for that term.

4) Employees receiving VLDP benefits will revert to the regular workweek while out on leave under VLDP.

5) Employees on bereavement leave will revert to standard workdays for the purpose of calculating the hourly equivalence.

### 3. Flexible (Flextime) Work Schedules Hours

Flexible time is defined as a schedule of working hours within which the employee's time of arrival and departure from the work site may vary within limits consistent with the duties and requirements of their position. ~~The only requirement of a flexible work schedule is that E~~ Employees must account for ~~the basic work requirements.~~ ~~The Basic work requirements~~ is include the number of hours, ~~excluding overtime hours,~~ which an employee is required to work or to otherwise account for by ~~an~~ submitting appropriate ~~form~~ of leave.

### C. Reservation of right to adjust work hours schedules

The School Administration reserves the right to establish and adjust the work hours schedules of employees to meet School Division needs. An employee's work hours schedule may also be adjusted temporarily within a workweek to avoid overtime liability or to meet operational needs. At the School Administration's discretion, employees' work hours schedules can be adjusted to meet the employees' personal needs.

### 3. Job Sharing Agreements

A job share is an arrangement in which two non probationary employees share one position, with each job share participant working fifty percent of the full-time hours of the position and with benefits, if any, to be contained in regulation.

*Editor's Note*

~~For overtime s~~ See School Board **Policy 4-87** for Overtime.

See School Board **Policy 4-88** for Holidays.

See School Board **Regulation 4-46.1** for Bereavement Leave

Adopted by School Board: July 13, 1993 (Effective August 14, 1993)

Amended by School Board: September 15, 1998

Amended by School Board: