

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. 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. 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

- a. A compressed schedule enables the full-time employee to complete a week's basic work requirement in a 4-day workweek. 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 non-exempt employees working under compressed schedules, overtime pay will continue to be applicable for time exceeding 40 hours in a workweek.
- 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.

3. Exceptions:

- a. 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.
- b. 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.

- c. Employees who have received notification of selection for a term of jury duty will revert to the regular workweek for that term.
- d. [Hybrid Plan e](#)Employees receiving [Virginia Long Term Disability Program](#) (VLDP) benefits will revert to the regular workweek while out on leave under VLDP.
- e. Employees on bereavement leave will revert to standard workdays for the purpose of calculating the hourly equivalence.

4. Flexible Work 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. Employees must account for basic work requirements. Basic work requirements include the number of hours which an employee is required to work or to otherwise account for by submitting appropriate leave.

C. **Reservation of right to adjust work hours**

The School ~~Administration~~ Division reserves the right to establish and adjust the work hours of employees to meet School Division needs. An employee's work hours 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 can be adjusted to meet the employees' personal needs.

Editor's Note

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

Related Links

School Board [Policy 4-87](#)

School Board [Policy 4-88](#)

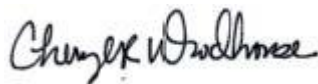
School Board [Regulation 4-46.1](#)

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APPROVED AS TO
LEGAL SUFFICIENCY

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