



**CITY OF EDGEWOOD
POLICIES AND PROCEDURES**

TITLE: Remote Work and Flexible or Alternate Work Schedules Policy and Procedures	POLICY MANUAL SECTION & NO. <i>To be assigned...</i>	
APPROVED BY Mayor Eidinger	REVISES OR SUPERSEDES New Content	EFFECTIVE DATE: 07/01/2021

I. Objective

Remote work allows employees to work from home, on the road, or in a satellite location for all or part of their workweek. Flexible or alternate work schedules allow employees to work a schedule other than standard scheduled workweek. City of Edgewood considers remote work and flexible or alternate work schedules to be a viable work option when both the employee and the job are suited for such an arrangement. Remote work and flexible/alternate work schedules may be appropriate and approved for some employees or job situations, but not for others. Remote work and flexible/alternate work schedules are not an entitlement, are not an employment benefit, and in no way change the terms and conditions of employment with City of Edgewood.

II. Implementation Guidelines

The priorities of implementing a Remote & Flexible or Alternate Work Schedule is communication, equality, and to ensure that the public needs are met and follows the policy and procedures within this policy. When a request is provided to a Director/Manager by the means of submitting the Remote & Flexible or Alternative Work schedule acknowledgement form, the following guidelines should be met:

- Each work group that primarily is office based, is accountable for having someone available for counter coverage and phone coverage.
- Each work group that primarily is in the field, is accountable for having someone available to handle citizen or emergency field requests.
- Each work group is responsible for communicating changes in work schedules with the whole team (all City Staff) as a whole, by sending email communication and updating the shared leave calendar.
- Each work group is responsible for establishing Remote & Flexible or Alternate Work hours and schedules that are suitable for that employee and overlaps with standard business hours.
- Remote & Flexible or Alternate Work hours/schedules should be given to the Administration Support Group to update the shared leave calendar that the whole team (all City Staff) has access to view.

III. Remote Work

A. Procedures

Remote work may be temporary, e.g., working from home for a short-term project or on the road during business travel, or long-term according to a set schedule of working away from the office as described below. The Mayor, director/supervisor, or employee can suggest remote work as a possible work arrangement.

Remote work arrangements will be on a trial basis for the first three months. The trial basis may be discontinued at any time at the request of either the employee or the City. After the trial period and in order to accommodate commuting, childcare, or other issues that may arise from a sudden schedule change, the City will endeavor to provide 30 days' notice of a discontinuation of the remote work arrangement. There may be instances, however, when less or even no notice will occur. Communication between the employee and his/her supervisor is necessary to ensure any remote work changes are known.

B. Eligibility

Before signing the remote work acknowledgement form, the employee and director/supervisor, with the assistance of the Human Resource Department, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability. The employee and director/supervisor will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- Job responsibilities. The employee and director/supervisor will discuss the job responsibilities and determine if the job tasks are conducive to a remote work arrangement. If a remote work arrangement is determined feasible, the employee and director/supervisor will devise a mutually agreed upon schedule.
- Workstation. The employee and director/supervisor shall identify any equipment, workspace design considerations, and other scheduling/availability issues that the employee will need to successfully implement a remote work schedule.

If the employee and director/supervisor agree, and the Human Resource Department concurs, a remote work acknowledgement form will be prepared and signed by all parties, commencing the three-month trial period. Evaluation of the employee's performance during the trial period will include regular interaction by phone, e-mail, or virtual meetings between the employee and the director/supervisor, as well as face-to-face meetings to discuss work progress and problems. Face-to-face meetings (in-person or virtually) shall occur at least once every two weeks and no less than twice per month, although weekly meetings are encouraged.

C. Equipment

On a case-by-case basis, the City will determine, with information supplied by the employee and the director/supervisor, the appropriate hardware, software, , phone, and other office equipment needs for each remote work arrangement. The Human Resource and Information Technology Departments shall be used as resources in this matter. Equipment supplied by the City will be maintained by the City. Work equipment used and supplied by the employee, if the City deems appropriate for use, will be maintained by the employee. The City of Edgewood accepts no responsibility for maintenance, damage or repairs to employee-owned equipment. In addition, the City of Edgewood reserves the right to make determinations as to the appropriateness of equipment, which is subject to change at any time. Equipment supplied by the City is to be used for business purposes only. The employee must sign an inventory of all City property received and agree to take appropriate action to protect the items from loss, damage, theft, or unreasonable wear and tear. Upon termination of employment, all inventoried property must be returned to the City, unless other arrangements have been made.

The City supplies employees with office supplies, e.g., pens, paper, etc., as necessary, and will reimburse employees for business-related expenses. Please note that expenses must be approved in advance. It is the employee's responsibility to establish a suitable remote work environment. The City will not be responsible for costs associated with the setup of a remote office, such as remodeling, furniture, lighting, repairs, or modifications. Employees are to use city issued devices for remote work, in the event of equipment failure or service interruption, the employees must notify the employer immediately to discuss alternate assignments or other options.

D. Security

Remote work employees are expected to ensure the protection of property and records consistent with the City's expectations of information security for employees working at the office. Such safeguards include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment. Employees must immediately notify their Supervisor if you suspect a breach in physical or informational security.

E. Safety

Employees are expected to maintain their remote workspace in a safe manner, free from safety hazards. The City will provide each remote worker with a safety checklist that must be completed at least twice per year. Injuries sustained by the employee in a remote work location and in conjunction with his or her regular work duties may be covered by the City's workers' compensation policy. Remote work employees are responsible for notifying the City of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her remote worksite.

Remote work is not designed to be a replacement for childcare. Although an individual employee's schedule and work location may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands.

F. Temporary Arrangements

Temporary remote work and alternate or flex work schedule arrangements may be approved for circumstances such as inclement weather, special projects, or business travel. These arrangements are approved on an as-needed basis only, with no expectation of a change to the employee's permanent work location.

Other informal, short-term arrangements or reasonable accommodations may be made for employees on family or medical leave to the extent practical for the employee and the City and with the consent of the employee's health care provider, if appropriate.

All informal remote work and alternate or flex work schedule arrangements are made on a case-by-case basis, focusing first on the business needs of the City.

IV. Alternate/Flexible Work Schedules and Time Worked

A. Overview

Alternate work schedules that accommodate the City's workload may be established by agreement between an employee and the City.

A Flexible Work Schedule is a work schedule that permits starting and quitting times other than the standard work schedule that coincides with City Hall hours. Flexible work schedules require that a minimum number of hours be worked each workday.

Note: The City of Edgewood's standard work week as defined in the current personnel policy is: Sunday 12:01 a.m. through Saturday midnight. The scheduled workweek for most full-time employees is Monday through Friday, from 8:30 a.m. to 5:00 p.m., with a half-hour unpaid lunch period.

A Compressed Work Week is a work schedule which permits employees to increase the length of each workday so as to provide extended time off every one or two weeks. Compressed workweek schedules include:

- 1) 4/10 - Four ten-hour days each week. This provides one "off" day each week.
- 2) 9/80 - 80 hours in a two-week period are scheduled over nine working days. Example: The normal workday is extended to nine hours for eight days in a two-week period, with one regular eight-hour day, to reach 80 hours in nine days as opposed to 10 days. This schedule provides one "off" day every

two weeks.

The following are examples of alternate work schedules for non-exempt employees:

EXAMPLE #1: Compressed Work Week- 4/10
(Workweek Start/End: Sunday midnight – Saturday 11:59pm)

Week 1

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total Hrs.
Normal	0	8	8	8	8	8	0	40
4/10	0	10	10	10	10	0	0	40

EXAMPLE #2: Compressed Work Week – 9/80
*(Workweek Start/End: *Friday Noon –Friday 11:59am)*

Week1

	Fri	Sat	Sun	Mon	Tues	Wed	Thu	Fri*	Total Hrs.
Normal		0	0	8	8	8	8	8	40
9/80	0 (off)	0	0	9	9	9	9	4 (7am-11am)	40

Week 2

	Fri*	Sat	Sun	Mon	Tues	Wed	Thu	Fri	Total Hrs.
Normal		0	0	8	8	8	8	8	40
9/80	4 (Noon-4pm)	0	0	9	9	9	9	0 (off)	40

***Note:** Friday of week 1 & 2 is same day, but split between two work weeks to avoid overtime

B. Eligibility

All regular status full-time and part-time employees of the City are eligible for consideration to work flexible work schedules. Final decisions for participation will be made by the Mayor with concurrence by the respective department director. Among other factors that will be considered are whether the alternative work schedule interferes with the City’s business operations or compromises the City’s ability to provide service to residents.

Each department reserves the right to administer the flexible schedule policy to promote the efficient use of resources and to provide effective service to the residents. The alternative work schedule options offered are subject to change at any time. Changes in workload, funding, legal mandates, legal interpretations, or other needs of the City, to include individual departments, may cause the City to modify or cancel an alternative work schedule.

C. Procedure

To request a flexible schedule, the employee must complete a Request for Flexible Work Schedule form and submit the form to their department director for review. Each application will be reviewed and approved by the Human Resources Department for compliance with the Fair Labor Standards Act and the Washington Wage and Hour Law. Final approval of a Flexible Work Schedule shall only be granted by the Mayor. Approved copies of the Flexible Work Schedule form will be distributed to the employee, the respective department director, and payroll. The original, signed form will be placed in the employee's personnel file. A flexible work schedule request must be approved prior to the start of the pay period in which the alternate schedule is to begin.

Flexible work schedules will be initially only implemented for a trial period lasting at least three months, but no more than six (6) months, as identified on the approved Flexible Work Schedule form. At the conclusion of the trial period, the respective director/supervisor and the Mayor will evaluate the situation and determine if the alternate work schedule should be continued full-time or, at which time the city can decline an extension of a flexible work schedule.

D. Sick leave, vacation, and holiday pay

Sick and vacation leave will continue to accrue at the employee's regular rate. When an employee takes a full day of sick or vacation leave, the time charged will be equivalent to the full number of hours the employee was scheduled to work on that day pursuant to their approved flexible schedule.

When a paid holiday falls on a full-time or part-time employee's regularly scheduled workday, the employee will be paid eight hours of holiday pay. If the regularly scheduled workday is greater than eight hours, the employee will be required to use either vacation or compensatory time earned to make up for the time in excess of the eight hours that the employee was scheduled to work. If the department director approves, an employee may work additional hours during the same workweek as the holiday in lieu of using accrued leave. When a paid holiday falls on a full-time employee's regularly scheduled day off, the employee will not be required to use eight hours of holiday time off, which will remain as available accrued holiday hours that must be scheduled and used prior to the end of that same calendar year.

In order to maintain adequate levels of service for the City, employees are encouraged to schedule personal appointments on their scheduled days off. As the City's needs may dictate, employees may be required to work on their regularly scheduled "off" day and will be compensated accordingly for hours worked. Supervisors and employees will provide as much advance notice as possible if any scheduling deviations occur that impact the employee's standard flexible work schedule.

V. General provisions applicable to remote work and flex/alternate schedules

A. Overtime and FLSA Compliance

The Fair Labor Standards Act (FLSA) requires that non-exempt employees be paid overtime for all hours worked in excess of forty hours during a workweek. The workweek consists of seven consecutive 24-hour periods, and the employer retains the right to designate when the work period begins and ends. The defined workweek is not required to be the same for all employees.

The City will not incur additional costs in order to permit employees to choose alternate work schedules.

Therefore, alternate schedules regularly in excess of 40 hours per workweek will not be approved.

Employees will be required to accurately record all hours worked using the City's time-keeping system. Hours worked in excess of those scheduled per day and per workweek will still require the advance approval of the employee's director/supervisor. Failure to comply with this requirement may result in the immediate termination of the remote work or Flexible Schedule agreement. **Unless a pre-approved 9/80 day work schedule has been approved.*

B. Conflicts with other laws and policies

In the event of a conflict between this policy and any City of Edgewood ordinance or state or federal law, the terms of such ordinance or law shall prevail. In the event of a conflict between this policy and any other policy of the City of Edgewood, this policy shall govern.