



CITY OF DUBLIN

**CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

ADMINISTRATIVE ORDER 2.43
TO: All City Employees
FROM: Timothy C. Hansley, City Manager
SUBJECT: Alternative Work Schedule Program
DATE: August 18, 1993
New Administrative Order

I. PURPOSE

The purpose of this Administrative Order is to establish an Alternative Work Schedule (AWS) program for City employees. The objectives of the City Manager in establishing this program are to aid in the recruitment of new employees; to help maintain high employee morale; to aid in the retention of valued employees; and to increase the availability of public services or otherwise enhance the effectiveness, efficiency, and/or productivity of City operations.

II. POLICY

It is the policy of the City Manager to accomplish the City's mission and maintain the quantity and quality of work while enhancing employee productivity through alternative work schedules. The accomplishment of the City's mission is of paramount importance and shall be the deciding factor in determining which positions may participate in some form of alternative work schedule. When a conflict occurs between mission accomplishment and an individual's work schedule, the mission shall take priority. Within these parameters, the work scheduling needs of individual employees will be accommodated to the fullest extent possible, using any or all of the possible options described within this document. The use of an alternative work schedule is a privilege, not an entitlement. An employee's Department/Division Head may revoke this privilege at any time, for any reason. Furthermore, the City Manager may, at his discretion, abolish the Alternative Work Schedule Program.

III. SCOPE

This Administrative Order is applicable to all employees serving in Full & Part-Time Permanent positions, Full & Part-Time Temporary positions, and Full & Part-Time Seasonal positions unless otherwise noted herein. The Alternative Work Schedule Program options identified within this Administrative Order are not applicable to Executive/Managerial, Professional, or Administrative Exempt personnel; special work schedules may be arranged, however, with the approval of such an employee's managerial superior.

IV. ALTERNATIVE WORK SCHEDULING OPTIONS

Authority to offer the following alternative work scheduling options is hereby delegated to the Department/Division Heads.

OPTION A: Four 10-hour days and one day off in each workweek, with employee requesting a specific starting time.

OPTION B: Four 9-hour days and 4 hours off on one day of the workweek, with employee requesting a specific starting time.

OPTION C: Five 8-hour days with alternative starting time pre-selected by employee; employee may modify schedule with prior notification and approval of supervisor.

V. HOURS AND DAYS OF WORK

A. Operating Hours

Standard operating hours are normally 8:00 - 5:00; however, if an alternative work schedule program is utilized by a particular Department/Division, the operating hours of such Department/Division shall be expanded and services shall be provided to the public during such expanded hours. The extent to which operating hours are expanded must be addressed in the Alternative Work Schedule Plan submitted by each Department/Division Head.

B. Work Hours

Parameters of daily hours when employees may begin and end their work day may be established by each Department/ Division.

C. Lunch Band

Normal lunch band is 11:30 - 2:00.

D. **Core Hours**

Core hours are those hours designated by each Department/ Division Head during which all employees must be present or account for the time off by appropriate leave request. Authority to determine such is delegated to Department/ Division Heads according to their particular organizational requirements, and if appropriate, may be delegated to lower organizational components.

E. **Closings**

When the City is closed for business due to a freak occurrence (e.g. inclement weather) on one of the employee's regularly scheduled workdays, the employee will receive administrative leave according to his/her regularly scheduled work hours for that day (e.g. 10-hour workday, 10 hours of leave; 8-hour workday, 8 hours of leave. This provision is applicable only to employee's serving in Full or Part-Time Permanent positions.

F. **Holidays**

During any workweek in which a holiday is observed by the City of Dublin on a workday, all employees working an alternative work schedule under Option A or B must convert to a five 8-hour day schedule; however, such employees may, with prior approval from their Department/Division Head, work a five 8-hour day alternative schedule under Option C during that workweek.

VI. PROCEDURES

A. **Application to Participate**

Employees interested in working an AWS option must submit proposed schedules to their supervisors via the attached Employee Alternative Work Schedule Request Form. Supervisors will review all the proposed schedules and determine, if individually and in the aggregate, they provide adequate personnel coverage and ensure the effective and efficient functioning of the work unit. Supervisors will explain in writing the specific reasons an alternative work schedule is disapproved. If a change to compressed schedule from a regular schedule has been denied, the employee may request again in 90 days.

B. **Implementation of Scheduling Options**

Prior to the implementation of alternative work schedule options at the

Department/Division/work unit level, that unit's Department/Division Head must request approval for such implementation by submitting a proposed Alternative Work Schedule Plan, via the attached Departmental/Divisional Alternative Work Schedule Request Form, in which the Department/Division Head must address the details of such plan. Such plan shall be submitted to the Division of Personnel & Purchasing for review. The Director of Personnel & Purchasing shall review the proposed plan, provide his/her recommendation regarding the plan, and forward the plan to the Office of the City Manager for review where, at his discretion, the City Manager shall approve or disapprove the proposed plan.

C. **Controls**

Control of the work schedules for employees shall be established and monitored equitably by each supervisor, with Department/Division Head review and approval. These controls may include sign-in/sign-out sheets, schedules maintained by secretaries, bulletin boards showing days off and times out of the office, etc.

D. **Change of Schedules**

The frequency of, and procedures for, changes in work schedules may be established by each supervisor, with Department/Division Head approval. Schedule changes shall be permitted at least quarterly. Supervisors will respond promptly to employee requests. If a change in hours request is denied, an employee may immediately submit a new request for different work hours within the same work schedule (e.g., compressed or regular). A request for the same hours previously denied may not be requested more frequently than quarterly.

E. **Conflicts of Schedules**

If a conflict in scheduling arises between two employees requesting the same work hours and/or schedule, and both employee's requests cannot be accommodated, the employee having a higher composite numerical score on his/her most recent performance evaluation shall receive preference in having his/her request approved. Department/Division Heads are encouraged to involve the concerned employees in working out a practical solution to conflicts in scheduling.

F. **Leave**

Time off during an employee's basic work schedule is charged to the appropriate leave category. Employee will be charged leave in accordance

with work hours scheduled (e.g., 10-hour work day = 10 hours of leave; 8-hour work day = 8 hours of leave). Hours worked and/or charged to leave, holidays, etc., must total 40 during the workweek (for full-time employees).

G. **Mandatory Schedule Changes**

When an employee on a compressed workweek schedule is required to travel, participate in a training course, or serve at a location where the hours of work are different than the employee's schedule, the supervisor will make individual adjustments in the work hours on a case-by-case basis to ensure that there are 40 hours of work included in each workweek for employees. Where necessary, the supervisor may change an employee's schedule to standard 8 hour days to accommodate critical work assignments requiring this adjustment, to correct work problems resulting from the compressed schedule, or where there is documented time and/or work schedule abuse. Employees will be notified as far in advance as possible when a change to the work schedule is required to satisfy operational priorities. Supervisors will revoke, in writing, AWS work schedules from employees for abuse or in instances when an employee's performance needs to be monitored more closely.

H. **Overtime**

Overtime work under a compressed workweek may still be ordered and approved subject to overtime regulations. Overtime is defined as that work or duty time in excess of 40 hours in the workweek. (Time spent on approved leave in paid status is considered work time.) An employee may request compensatory time off in lieu of overtime pay as provided by law, regulation and City policy.

I. **Transfers**

Employees transferring from one City Department/Division to another will be required to obtain approval of their previous AWS election from their new supervisor or make a new AWS election at the time of transfer. However, an AWS may not always be feasible in the employees new Department/Division.

VII. EFFECTIVE DATE

This Administrative Order shall be effective immediately upon distribution. Department/Division Heads may begin to formulate and submit their alternative work schedule plans at their earliest convenience.

VIII. QUESTIONS AND INQUIRIES

Questions or inquiries regarding this program should be directed to the Division of Personnel & Purchasing.

City Of Dublin
Departmental/Divisional
Alternative Work Schedule Request Form

(This form should be completed by the Department/Division Head for his/her work units and should then be forwarded to the Division of Personnel & Purchasing for review. This form will then be submitted by the Division of Personnel & Purchasing to the Office of the City Manager for approval.)

1. How many employees are participating? _____

2. What is the bandwidth for your plan?

From: _____ To: _____ Monday through Friday

3. What are the core hours for your plan?

A.M. From: _____ To: _____

F.M. From: _____ To: _____

4. What is the lunch break span for your plan? From: _____ To: _____

5. What is the minimum percent or number of employees required to be present:

- From the start of the workday (example, 8:00 a.m.) to the start of core hours: _____
- During lunch break: _____
- From the end of core hours to the end of the workday (example, 5:00 p.m.): _____

6. Is adequate supervision present during the entire length of the bandwidth?

7. What are the different types of employees in your plan (example, clerical, technical, etc.)?

8. What type of record keeping will be instituted within your Department/Division/Bureau/Section/Work Unit?

9. Are there any limitations in your plan (example, are there any individuals whose job responsibilities demand they be present only during standard office hours)?



CITY OF DUBLIN

Department/Division Head Approval

I hereby certify that all provisions of the regulations governing the Alternative Work Schedule Program will be observed in the implementation of this proposed plan.

Department/Division Head

Date

Comments:

Division of Personnel & Purchasing Review

Director of Personnel & Purchasing

Date

Comments:

Office of the City Manager Approval

Approved

Disapproved

City Manager

Date

Comments:

City of Dublin
Employee Alternative Work Schedule Request Form

(This form should be completed by the individual employee requesting an alternative work schedule and forwarded to his/her Supervisor and Department/Division Head for approval.)

Employee's Name: _____ Date: _____

Alternative Work Schedule Options

OPTION A: Four 10-hour days and one day off in each workweek, with employee requesting a specific starting time.

OPTION B: Four 9-hour days and 4 hours off on one day of the work week, with employee requesting a specific starting time.

OPTION C: Five 8-hour days with alternative starting time pre-selected by employee; employee may modify schedule with prior notification and approval of supervisor.

1. Alternative work schedule option requested (A, B, C): _____

2. Days and hours of work requested, if Option A is requested: _____

a. Lunch hour requested: _____

b. Day off requested: _____

3. Days and hours of work requested, if Option B is requested: _____

a. Lunch hour requested: _____

b. Day off requested: _____

4. Hours of work requested, if Option C is requested: _____

a. Lunch hour requested: _____

5. Anticipated duration of requested alternative work schedule: _____

Supervisor's Approval

Approved

Disapproved _____
Supervisor Date

Comments: If request is disapproved, appropriate justification must be provided in the space that follows.)

Department/Division Head Approval

Approved

Disapproved _____
Supervisor Date

Comments: If request is disapproved, appropriate justification must be provided in the space that follows.)