



ADMINISTRATIVE POLICIES

SECTION: 300 – Human Resources	POLICY#: 310	
TITLE: Alternative Work Schedules	R & O #: 21-7	
	IMPLEMENTED BY PROCEDURE #: 310-A	
SPONSORING DEPT/DIV: Support Services/Human Resources		
ADOPTED: 1/19/2021	REVIEWED:	REVISED:

PURPOSE: This policy supports the ability of departments to provide alternative work schedules as an effective personnel management, recruitment and retention tool for a highly qualified workforce. Embracing and maximizing the appropriate use of alternative work schedules will assist in the County’s efforts to support our employees and serve our community.

Alternative work schedules are not a formal or universal employee benefit, and there is no pay differential or impact for participating or not participating in alternative work schedules. An alternative work schedule may be offered to some employees when it is mutually beneficial to the employee, the County and the community we serve. The County recognizes and appreciates that in order to serve our community, some employees’ normal work schedule do not follow standard business hours of 8:00 AM to 5:00 PM Monday through Friday.

AUTHORITY: This policy is in accordance with the Fair Labor Standards Act (FLSA), Oregon Administrative Rules (OAR 839) and Oregon Revised Statutes (ORS 653).

DEFINITIONS:

Alternative Work Schedule: A pre-authorized recurring work schedule that differs from the employee’s standard work schedule.

Appointing Authority: A Department Head (elected or appointed) or their designee with the authority of Appointment for any position within their Department.

Fair Labor Standards Act (FLSA): The federal law that establishes minimum wage, overtime pay, and recordkeeping requirements that apply to full-time and part-time workers in both public and private sector workplaces.

Flex-Time: A pre-authorized non-reoccurring modification of a work schedule within a work week allowing an employee to reduce work on one or more days and offset that absence with additional work on one or more other days.

Reasonable Efforts: Actions that do not impose an undue hardship on the operations of Washington County.

Undue hardship: A significant difficulty or expense incurred when considered in relation to size, financial resources, nature, customer service or structure of the business of Washington County.

Workweek: A period of seven consecutive 24-hour periods that equal 168 total hours. Washington County's workweek begins at midnight Saturday and ends the following Friday at 11:59 PM.

GENERAL POLICY: Recognizing the County's need to ensure access to services for the public while providing support and assistance to our employees, Appointing Authorities may approve alternative work and flex-time schedules that meet the business and operational needs of the County and accommodate employees' needs.

Alternative or flex-time work schedules do not change the employee's duties, obligations, responsibilities, or terms and conditions of employment. Employees must comply with all County and departmental rules, policies, practices, and instructions.

APPLICABILITY: This policy and related implementing procedures apply to all Washington County employees (referred to collectively herein as 'employees').

POLICY GUIDELINES:

1. Eligibility:
 - 1.1. Eligibility for an Alternative Work Schedule is outlined in the Administrative Procedures related to this policy. These conditions must be met for an alternative work schedule to be approved.
 - 1.2. Washington County recognizes that alternative and flexible work schedules are not appropriate for all employees or positions and are not a right or entitlement.
2. Standard Workweek and Workday:
 - 2.1. Regular and predictable attendance is an essential job function for all employees in all positions in the County.
 - 2.2. Generally, the County is open to the public between the hours of 8:00 AM and 5:00 PM Monday through Friday. These days and hours represent the typical work hours and workweek for some Washington County employees.
 - 2.3. Some departments or divisions have regularly scheduled workdays/workweeks that differ from the 8:00 am to 5:00 pm, Monday through Friday schedule.
 - 2.4. A full-time schedule provides a workweek of forty (40) hours or 2,080 hours annually.

3. Alternative Work Schedules:

- 3.1. An employee may request a work schedule that is different than their standard workday or workweek as defined in Section 2 above.
- 3.2. Requests for an alternative work schedule must be submitted in writing to the Appointing Authority or designee and must specify the work schedule for each day of the standard workweek and the reason for the request.
- 3.3. Requests for an alternative work schedule will be evaluated by the Appointing Authority to determine if it is feasible, consistent with business and operational needs, and does not create an undue hardship or result in unnecessary overtime.
- 3.4. The Appointing Authority may discontinue an employee's alternative work schedule at any time if the Appointing Authority, in their sole discretion, determines that it is in the best interests of the department, based on business and operational needs.
- 3.5. An employee found to be failing to adhere to their approved alternative work schedule may lose their eligibility to continue their alternative work schedule for a period to be determined by the Appointing Authority and may be subject to discipline up to and including termination of employment.
- 3.6. All requests for an alternative work schedule for the purposes of accommodating a medical condition or disability must be evaluated by Human Resources pursuant to an ADA compliant interactive process prior to approval.

4. Flex-Time:

- 4.1. Flex-time is a non-recurring adjustment to the established arrival and/or departure time of a scheduled shift on a particular day.
- 4.2. A request for flex-time is used for a singular personal event that requires the attendance of an employee or for scheduling reasons as determined by the supervisor.
- 4.3. The employee shall request approval for such adjustment to their scheduled work hours in advance of the date requested unless the employee experiences an unforeseen emergency.
- 4.4. Flexing time must be done within the forty (40) hour workweek or eighty (80) hour pay period for FLSA exempt employees.
- 4.5. Employees may not have a flexible work schedule that results in overtime, unless approved by their supervisor.
- 4.6. Requests for flex-time for the purposes of accommodating a medical condition or disability must be evaluated by Human Resources pursuant to an ADA compliant interactive process prior to approval and are not considered Flex Time per this policy.

RESPONSIBILITIES

The Appointing Authority or a designee determines if there is mutual benefit to the employee, staff, department, and the community and approves, alters or denies Alternative Work Schedule Agreements.

The Human Resources Division is responsible for working collaboratively with directors, managers, and supervisors to develop and have the County Administrator approve Administrative Procedures to implement this policy.

DISTRIBUTION: This policy shall be made available to all managers, supervisors and employees of Washington County. Any questions, concerns, or comments related to this policy should be directed to the Chief Human Resources Officer or his/her designee.

IMPLEMENTATION: Observance of and adherence to this policy is mandatory for all County employees. Violation of this policy may result in disciplinary action up to and including termination.

PERIODIC REVIEW: This policy shall be reviewed by the County Administrative Office at least every three years, or more often if needed, and updated as necessary.