**Tuscarawas County Health Department**

**Alternate Work Schedule Policy and Procedure**

This policy establishes a means for an employee to request a set alternate work schedule (AWS). Change in scheduled hours may be requested by an employee or designated by a department. Since there is no change in total hours worked, a set alternate schedule will not affect pay or benefit level.

1. Definitions.
   1. Alternate Work Schedule (AWS). An approved set weekly work schedule which varies from the standard operating hours. Employees work the same number of total scheduled hours as they would under a traditional arrangement.
   2. Set Compressed AWS: An approved set weekly work schedule that condenses a standard 5-day work week into 4 longer days.
   3. Set 5-Day AWS: An approved set weekly work schedule consisting of 5 days with starting and ending times that may differ from the standard operating hours and within limits set by one’s supervisor/manager.
   4. Standard Operating Hours. Normal business hours. These hours are 8:00AM to 4:00PM Monday through Friday excluding Board observed Holidays.
   5. Extended Operating Hours. Extended business hours to accommodate customer needs and/or approved alternate work schedule arrangements for employees. These hours would be time between 7:00AM to 8:00PM.
   6. Core Operating Hours. The business hours that are expected to be included in any approved alternate work schedule on days worked to support the delivery and administration of Board services and programs. These hours are 12:00PM to 3:00PM, Monday through Friday, excluding Board observed holidays. An exception may be made when there is an operational need to consistently offer program services on Saturdays and/or Sundays.
2. Policy. TCHD encourages and authorizes individual divisions and program units to implement AWS to meet business needs. In addition, divisions may adjust the work schedules of individual employees to meet personal, home or family needs while preserving the hours defined by the position's full-time status and maintaining quality service.
3. Guidelines
   1. In any AWS, employees are expected to meet the same performance standards as they did previously. Supervisors are expected to use the same measurement criteria that were previously in place.
   2. An employee will not be granted an AWS unless his/her prior performance has demonstrated the skills and qualities necessary to succeed in the proposed alternate schedule work arrangement.
   3. New employees may be hired into a department-initiated alternate schedule work arrangement, with the understanding that such an arrangement may be changed if business needs dictate or the employee fails to meet performance expectations.
   4. All AWS are subject to ongoing review and may be terminated at any time, given cause, or when business needs dictate.
   5. Managers/supervisors are responsible to ensure that their program units have coverage during the organization’s normal business hours of 8:00 AM to 4:00 PM.
   6. Prior to approving an AWS request managers/supervisors and health commissioner must consider the impact the proposed AWS will have on fellow employees, as well as the division as a whole, and make any necessary adjustments.
   7. Approval of and changes to AWS should be timed to coincide with the beginning and ending of a payroll period.
   8. An approved AWS will become an employee’s fixed work schedule.
4. Source of AWS Initiation.
   1. Division Initiated - Each division should review its employee scheduling for efficiency of service and for optimal opportunities to serve the needs of our customers. If alternative scheduling is needed, each affected employee will be notified of the new schedule. A minimum of four-week notice will be given to each employee.
   2. Employee Initiated - An employee may request a change in scheduled work hours for personal or family reasons. This usually involves changes in the number of days on the job or flexible "clock" hours each day. The request should be directed to the supervisor, in writing. Division and Commissioner approval will be based upon the assurance that the efficiency of the division is maintained.
5. Employee Eligibility.
   1. All full-time employees working 35 hours per week are eligible to request an AWS.
   2. New hires are eligible to request an AWS that may be considered for approval with an effective date that is after the initial position training period necessary for the assigned work. This required training period is determined by the immediate supervisor and Health Commissioner.
   3. Employees, in good standing, and who demonstrate sufficient work performance may be considered for approval of an AWS based on Division and program specific staffing needs.
6. Review.
   1. The AWS, and those employees participating, will be reviewed on a continual basis for its effectiveness. The program and corresponding schedules may be changed as departmental or personal circumstances warrant.
7. Minimum Requirements.
   1. No AWS option shall permit any employee to work before 7:00AM or beyond 8:00PM or to have a start time later than 12:00PM or to have an end time earlier than 3:00PM unless it is deemed necessary for Board operations and approved by the Health Commissioner.
   2. When a holiday falls within the work week, the employee will revert to a 7 hour/day schedule for the work week and receive the 7 hour holiday.
   3. Any leave taken shall be at the rate that coincides with the approved alternate schedule for the days of the leave. Where another policy defines the use of leave time for a period of one day, this is interpreted to mean 7 working hours.
   4. Employee initiated AWS can be rescinded by the Health Commissioner or at the request of the Division Director for any reason including but not limited to the following:
      1. If coverage of the service area program(s) becomes insufficient;
      2. Poor performance by the employee;
      3. Violation of this policy, including, but not limited to, the Personnel Policy Manual and Department Standard Operating Procedures, Guidelines or policies; employee being disciplined for violation of policies; Any other reason specified in this policy.
   5. The approved AWS shall be valid for a specific period of time of at least 3 months and up to, but not to exceed 6 months from the start date of the schedule.
   6. If, or when an AWS ends or is rescinded, the employee shall revert to and shall resume working the normal 7 hours/day during standard operating hours.
   7. In the event of a conflict between policies, the employee agrees to bring the existence of the conflict immediately to the attention of his/her supervisor and seek a written decision on which policy will be enforced.
   8. The approval of the request must be completed by both the division director and the health commissioner

**Alternate Work Schedule-Employee Initiated Requests**

Step-by-Step Actions to Complete Task

1. Eligible employees who work 35 hour per week may request an Alternate Work Schedule (AWS). A formal request shall be submitted, in writing, on the Alternate Work Schedule Agreement Form, to the employee’s immediate supervisor for review and consideration. The request shall be submitted not less than two weeks (10 business days) before the expected start of the AWS. The supervisor shall review and submit their recommendation to the Division Director for review.
2. Those authorized to participate in an AWS are required to comply with all Board policies and procedures, including, but not limited to, the requirements of this policy, the Personnel Manual policies, and/or all other work related policies.
3. In the event that multiple requests are submitted for the same or similar schedules that affect the same program areas, requests will be evaluated based on the timeliness of the request, employee performance and seniority.
4. Participation in compressed or 5-day AWS does not eliminate any of the work rule requirements mandated in this policy or the Personnel Manual.
5. If approved, the AWS will be valid until either the specified end date or 6 months from the start date, whichever is sooner, as approved by the Division Director. Thirty days prior to the expiration of the AWS, the employee is responsible for submitting a written request for a continuation of the alternate work schedule, if so desired by the employee.

Employee-Initiated AWS Options:

OPTION #1

Set Compressed AWS - Permits employees to request alternate work hours within a set schedule in order to meet employee needs. The employee’s work week totals 35 hours over the course of 4 days. An employee will not be permitted to work less than four (4) hours or more than ten (10) hours on a scheduled day. An employee’s start time may begin as early as 7:00 AM and an employee’s end time may be as late as 8:00 PM. All employees are required to be working during the "core hours" of 12:00PM to 3:00PM unless it is deemed necessary for Board operations and approved by the Health Commissioner.

OPTION #2

Set 5-Day AWS - Permits employees to request alternate work hours within a set schedule in order to meet employee needs. The employee’s work week still totals 35 hours over the course of 5 days. An employee will not be permitted to work less than 4 hours or more than 10 hours on a scheduled day. An employee’s start time may be as early as 7:00AM and an employee’s end time may be as late as 8:00PM. All employees are required to be working during the "core hours" of 12:00PM to 3:00PM unless it is deemed necessary for Board operations and approved by the Health Commissioner.

**Revision Page**

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