



Village of Cremona

Policy #1706-01

Alternative Work Hours

POLICY STATEMENT:

The Village of Cremona will provide guidelines for the allowance of alternative working hours for employees. The Village of Cremona is an employer that is committed to supporting a proper work-life balance for its employees. Where work requirements permit, permanent full-time employees may participate in Alternative Work Schedule to assist them in balancing work and personal obligations. This alternative work schedule is offered as long as the needs of the Village of Cremona are not compromised.

1. DEFINITIONS

- 1.1 Alternative Work Schedule means a work schedule where the start time, end time and/or day of work may be altered while still maintaining the standard numbers of hours worked in a bi-weekly pay period. These working hours must be balanced to meet the operating needs of the organization and, if possible, an employee's own personal needs.

2. RESPONSIBILITIES

2.1 Chief Administrative Officer or their designate:

- 2.1.1 Shall be responsible for establishing the Alternative Work Schedule while ensuring that a sufficient number of employees remain on duty to maintain customer and essential services during working hours.
- 2.1.2 Shall ensure that the Alternative Work Schedule is administered in a consistent and equitable manner throughout the department and that the arrangements conform to Village of Cremona policy.
- 2.1.3 Shall ensure that staffing is available at all times to meet the operational requirements of the department.
- 2.1.4 Shall remember that requests for Alternative Work Schedule are not to be unreasonably refused.
- 2.1.5 Shall approve and review Alternative Work Schedule agreements and schedule of proposed work hours to ensure conformance with established employment criteria and administrative procedure.

2.2 Employee:

- 2.2.1 Shall plan and organize his/her time to meet the job requirements as established by the Chief Administrative Officer. One or more employees may assume coverage responsibility with the Chief Administrative Officer's concurrence. For example in a two person department, one employee may opt to work from 7:30 a.m. to 4:00 p.m. and the other from 8:30 a.m. to 5:00 p.m. If a change in schedule is required by one employee, that employee must arrange coverage and inform the Chief Administrative Officer without additional costs or increased resources.

3. Guidelines

3.1 Criteria for Evaluating Suitability for an Alternative Work Schedule:

- 3.1.1 No additional costs to the employer are incurred; operational deadlines are met, no backfilling of positions or overtime incurred by remaining staff to maintain service.
- 3.1.2 Level and quality of service delivery is maintained or increased.
- 3.1.3 Inter-department communications are not adversely affected.
- 3.1.4 The arrangements will not compromise employee safety/security.
- 3.1.5 All permanent full-time employees are eligible to participate.
- 3.1.6 Authorization by the Chief Administrative Officer approving of the specific Alternative Work Schedule agreement indicating agreement conditions and restrictions.
- 3.1.7 To apply for an Alternative Work Schedule arrangement, an employee and the Chief Administrative Officer must complete the Alternative Work Schedule Application (attached).
- 3.1.8 Employees with documented performance problems may be excluded from participating in the Alternative Work Schedule programs so that the Chief Administrative Officer can monitor their progress.

3.2 Alternative Work Hours Options:

3.2.1 Flexible Work Week:

- 3.2.1.1 An arrangement whereby employees can vary their shift start and end times within specified guidelines and according to operational considerations. A flexible work schedule does not alter the number of days worked in a week.

3.2.2 Compressed Work Week:

- 3.2.2.1 An arrangement whereby employees work longer shifts in exchange for a reduction in the number of working days in their work week. Example: during the summer, employees assigned to Parks may work four (4) ten (10) hour days; versus their winter schedule of five (5) eight (8) hour days per week.

3.3 Procedures

- 3.3.1 Work day and schedule is to be consistent from day to day and previously agreed to by the Chief Administrative Officer.
- 3.3.2 Each office or operation must be covered during normal “core” business hours, being 8:30 a.m. to 4:30 p.m. for those areas working a 35 hour week and 8:00 a.m. to 4:30 p.m. for those areas working a 40 hour week.
- 3.3.3 Alternative Work Schedule must abide by these rules;
 - 3.3.3.1 At least thirty (30) minutes must be granted for lunch.
 - 3.3.3.2 The two daily 15 minute breaks cannot be used to reduce the length of the normal workday.
 - 3.3.3.3 The work schedule require the Chief Administrative Officer’s approval.
- 3.3.4 Those working alone must adhere to the Working Alone Policy.
- 3.3.5 Extra time or overtime will not be calculated until the requirements of the employees approved Alternative Work Schedule have been fulfilled.
- 3.3.6 All Alternative Work Schedule arrangements must comply with legislated Employment Standards and specifically maintain average weekly and total annual hours (1820 or 2080).
- 3.3.7 Sick days, vacation days, statutory holidays and other Village of Cremona authorized holidays (full or part days) are not included in the calculation of an Alternative Work Schedule.
- 3.3.8 Employees wishing to terminate their Alternative Work Schedule may do so at the end of the current pay period. The schedule to which the employee will return will be approved by the Chief Administrative Officer.
- 3.3.9 If the Chief Administrative Officer determines that the work schedules within the department are adversely affecting the ability of others in the organization to accomplish the work efficiently and/or provide service to the public and/or the schedule increases the cost of the operations, the Chief Administrative Officer may adjust the employees’ choices of arrival and departure times or explore other options, including discussions with the work group, prior to terminating an individual from participating in the Alternative Work Schedule program.
- 3.3.10 An Alternative Work Schedule does not include instances of overtime, shift differential or call back.
- 3.3.11 An Alternative Work Schedule must meet the needs of the individual department. The selection of employees for Alternative Work Schedules must take into account such issues as fellow employee’s health and safety consequences, equity, benefit issues, performance issues and productivity.
- 3.3.12 Alternative Work Schedules are subject to modification and/or interruption with reasonable notice for reasons including, but not limited to operational necessities, co-workers illnesses, vacations, training, etc.

3.3.13 Reporting hours away from the office is the same for employees working Alternative Work Hours as for those working on a standard schedule. Current practice is report exceptions to the normal schedule. Payroll reports are submitted using hours away from the job for vacation, sick time, or excused absence. This practice will continue and personnel responsible for completing time sheets must be careful to use the correct number of hours.

3.3.14 Participation in this program is on an individually approved basis and is not an entitlement of the employee.

4. END OF POLICY

Resolution #283-15

Date Passed: November 17, 2015

Effective Date: November 17, 2015

Reviewed: October 2015



Alternative Work Schedule Application

Name: _____

Title: _____ Department: _____

Type of Alternative Work Schedule Requested:

- Earned Day Off
- Flexible Work Schedule
- Compressed work Week

Effective Date: _____

HOURS

Day of Week 1	Begin Time	End Time	Total Hours Per Day	Day of Week 2	Begin Time	End Time	Total Hours Per Day
SATURDAY				SATURDAY			
SUNDAY				SUNDAY			
MONDAY				MONDAY			
TUESDAY				TUESDAY			
WEDNESDAY				WEDNESDAY			
THURSDAY				THURSDAY			
FRIDAY				FRIDAY			
TOTAL HOURS BI-WEEKLY							

Describe the benefits for this alternative work schedule:

Employee's Signature _____ Date: _____

Supervisor's Signature _____ Date: _____

Approved Not Approved Reasons(s): _____

