

Temporary Flexible Work Schedule Policy

In the event of an emergency such as a weather disaster or pandemic, the Department of Housing and Community Development (HCD or Department) may offer a number of possible flexible work arrangements. These arrangements provide employees with increased flexibility with their work schedule while allowing HCD to maintain a progressive and productive work environment. Flexible work scheduling is an opportunity to maintain employee productivity through various forms of creative work scheduling.

HCD employees will be considered for flexible work scheduling on a case-by-case basis in situations where creative work schedules have been shown to accomplish both work and personal goals, to provide coverage for individual department operations and to serve HCD as a whole in the event of an emergency with increased productivity at no expense to quality output.

Several flexible work schedule options may be available to employees:

- Flextime, in which an employee works eight hours per workday, but there is flexibility in an employee's set scheduled starting and ending times. Some employees, due to family or personal obligations or preferences, work very early in the morning and leave earlier in the afternoon. Other flextime employees may prefer or need to start later in the day and work into the evening.
- 10-hour day, four-day workweek, in which an employee works 10 hours per workday, reducing the workweek to four days a week (typically available only to employees in the Codes and Standards field offices).
- Alternate work week schedules, in which an employee works nine-hour workdays four days per week, with an alternating eight-hour workday and day off.

Each deputy director is responsible for identifying if any of the aforementioned staffing options are workable within their division. To determine whether an employee's request for an individual flexible work schedule is appropriate, the employee's manager, in cooperation with the deputy director or designated senior leader, must assess the impact and the outcome in terms of production, quality and absenteeism, and if one or a combination of the above arrangements is in the best interests of the division, HCD, and employee.

Flextime work arrangements and alternate work schedules may be approved by the employee's manager with the consent of the division Deputy Director. Employees wishing to begin an alternate work schedule, even during times of emergency, must submit the appropriate completed form to the Human Resources Branch prior to implementation of the alternate work schedule.

Flexible work arrangements are not appropriate for all employees or positions and are not a universal employee benefit. The following conditions must be met for a flexible work schedule to be approved: the employee must have a satisfactory attendance record, meet all performance expectations in his or her current role, and consistently

demonstrate the ability to complete tasks and assignments on a timely basis. The nature of the employee's work and responsibilities must be conducive to a flexible work arrangement without causing significant disruption to performance and/or service delivery.

Nothing in this policy regarding temporary flexible work schedules is intended to be in conflict with applicable memoranda of understanding (MOU). Should anything be in conflict, the MOU shall be controlling.