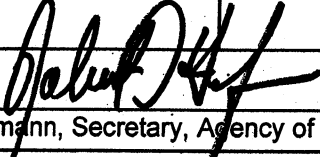


STATE OF VERMONT
Agency of Human Services (AHS)

Title Work Schedules	REVISION HISTORY: 3/1/87	Chapter/Number 4.05
	EFFECTIVE DATE: upon signature	Attachments/Related Documents: State Personnel Policy 11.0 Alternate Work Program – Employee Schedule Request
Authorizing Signature:  Date Signed: <u>1/19/10</u> Robert D. Hofmann, Secretary, Agency of Human Services		

PURPOSE/POLICY STATEMENT:

To establish general expectations for administration and documentation of employee work schedules in accordance with the collective bargaining agreements and state personnel policies.

BACKGROUND and REFERENCES:

Flexibility in scheduling an employee's hours of work or work week may be mutually beneficial. Alternate work schedules can improve an employee's work/life balance and must also meet the needs of the Agency in providing high quality, cost-effective, and efficient services to the people of Vermont. Although some workplaces require fixed schedules, some employees in AHS have the opportunity to establish their daily hours of work or work week to accommodate personal needs or preferences such as commuting, child care, exercise programs, etc. All schedules, and schedule changes, must comply with the terms of the collective bargaining agreements (Employee Workweek/Location/Work Shift Article) and Personnel Policy 11.0.

DEFINITIONS:

Standard Work Schedule: A fixed schedule which consists of five (5) work days (Monday – Friday) of eight (8) hours each with a thirty to sixty minute lunch break. Under Policy 11.0, the standard work day begins at 7:45 a.m. and ends at 4:30 p.m. and includes a forty-five (45) minute lunch period.

Alternate Work Schedule Program: Any schedule in which an employee's hours of work total forty (40) hours per week, but deviate from the standard work schedule due to working more or less than eight (8) hours in a day or less than five (5) days a week or due to scheduling earlier or later starting and quitting times.

Reduced Work Week: Any schedule in which an employee's hours of work total less than forty (40) hours per week. This applies to employees in positions that are funded and allocated on a full-time basis. This does not apply to part-time schedules which may be established based on the funding or operating needs for the position or on job-share agreements.

SCOPE:

This policy applies to all classified employees and positions in the Agency of Human Services and all of its departments and offices.

STANDARDS:

This policy applies **ONLY** to voluntary schedule changes. A manager who plans to implement a new shift or workweek or to require an involuntary schedule change must consult with the AHS Human Resources Unit to ensure that the provisions of the collective bargaining agreements are met.

Criteria for approval of a voluntary schedule change

For the purposes of this policy, a daily work schedule change requested by an employee shall be considered "standard" if the starting time begins no earlier than 6:00 a.m. and the ending time is no later than 6:00 p.m. and the lunch period is no more than one (1) hour.

All Agency offices will remain open to provide the full range of services to the public between the hours of 7:45 a.m. and 4:30 p.m., Monday through Friday. No services provided by the State may be diminished in order to accommodate alternate work schedules.

Work schedule changes must not create an adverse impact on other staff members in terms of workload or assignments and also must not create an adverse impact on operating costs such as overtime, security, energy or supervision.

Work schedules must include a minimum 30 minute meal break occurring during the course of the work day, within 3-5 hours of the beginning of the shift. The only exceptions are for fixed work schedules that are specifically established without a meal break under the provisions of the collective bargaining agreements or state policy, such as institutions with encumbered meal breaks or third shift schedules without a meal break. Employees will not be permitted to schedule a "break" at the beginning or end of the work day.

A work schedule may not include work from home or other off-site locations, unless specifically approved and consistent with the operating needs of the department and requirements of the position. For example, field based positions that require off-site work as part of the scheduled work week (such as Nurse Surveyors) may have work hours that include the location as part of the schedule. However, work schedules that include specific days or hours to be worked from home for the convenience of the employee and unrelated to operating needs will not be approved.

Work schedule changes must take effect at the beginning of a pay period and may not begin until all approvals have been received.

Procedures

An employee request for a **standard work schedule change** (40 hour work week with 8 hours of work per day beginning no earlier than 6:00 a.m. and ending no later than 6:00 p.m.) must be submitted in writing to the supervisor.

⇒ No personnel action is required.

⇒ Approval may be issued in accordance with department protocols.

An employee request for an **alternate work schedule** (40 hour work week with more than 8 hours of work on one or more days of the week) must be submitted in writing to the supervisor using the “AHS Employee Schedule Request” form.

- ⇒ The work schedule during holiday weeks must total 40 hours of work and holiday compensation in which no more than 8 hours of holiday pay will be granted. Working hours during holiday weeks will be adjusted accordingly.
- ⇒ A personnel action may be required to establish the correct overtime category and work schedule codes.
- ⇒ Approval is required from the supervisor, department head (or designee), Department of Human Resources and VSEA.

An employee request for a **reduced work week** (less than a 40 hour work week) must be submitted in writing to the supervisor using the “AHS Employee Schedule Request” form.

- ⇒ A personnel action will be required to establish the correct pro-rate level (for leave accrual purposes) based on the employee’s work week and overtime category.
- ⇒ The request may be reviewed in accordance with department protocols; provided that the reduced work week is approved by the department head or a designee. Approval may not be delegated below the level of Division Director.

COMPLIANCE:

Adherence to this policy and related procedures is a shared responsibility of the AHS HR Unit, Appointing Authorities, managers, supervisors and employees.

ENFORCEMENT:

The Office of the Secretary may initiate reviews, assessments or other means to ensure that policies, guidelines or standards are being followed.