



DODGE COUNTY PERSONNEL POLICIES AND PROCEDURES

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| Policy # | Approval Date: 5/19/2020 |
| Policy Title Alternative Work Schedules | Effective Date: 6/4/2020 |
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Dodge County recognizes the importance of its employees having a proper work-life balance. It is understood that allowing employees to have a degree of control over their work schedules may make it easier for them to manage non-job-related responsibilities and to be more efficient and productive at work.

As a result, the County supports alternative work schedules for employees ... provided that such schedules are mutually beneficial to County and employee, and continue to satisfy the needs and objectives of the County.

Department Heads may, subject to this policy, develop and implement an alternative work schedule provided that the Department is open to the public under the established office hours of Monday through Friday 8:00 a.m. to 4:30 p.m.

Alternative Work Schedule Options

NOTE: A “week” is defined as a pay week of Thursday through Wednesday

4/9 and 1/4 Schedule

- Employee works four (4) nine (9) hour days and one four (4) hour day, Thursday through Wednesday between the hours of 7:00 a.m. to 7:00 p.m., however, must cover the established office hours of 8:00 a.m. to 4:30 p.m.
- Start and end times must be on the hour or half-hour and in thirty-minute increments (e.g., start-time of 7:00 a.m.; end-time of 5:30 p.m.)
- The work schedule will be consistent with established starting and ending times that remain the same week after week.
- The employee will be eligible for break and lunch periods as per Policy #111-Hours of Work.

Holidays: The Employee and the Supervisor will work out the work schedule for the week in which a holiday falls (i.e. the employee works 4 – eight hour days). Employees under the Alternative Work Schedule are only eligible for eight (8) hours of holiday time; they are not eligible for holiday hours as defined under Policy #207 – “Holidays will be based upon regularly schedule hours, exclusive of shift premium, if any”.

Vacation: Vacation time earned as defined in Policy #218-Vacation. Vacation taken in day increments will be charged at nine (9) hours per day. Note: A week of vacation will equal forty (40) hours.

Sick Leave: It is understood that sick leave will be earned at the rate of eight (8) hours per month. Sick leave taken will be charged at nine (9) hours per day.

4/10 Schedule

- Forty-hour (40) weeks in four (4) days.

- Employees on 4/10 schedules work four (4) ten hour days Thursday through Wednesday between the hours of 6:30 a.m. and 7:00 p.m., however, must cover the established office hours of 8:00 a.m. to 4:30 p.m.
- No more than forty-hours can be worked in any one week.
- Exempt employees are normally expected to work beyond the standard eighty (80) hour biweekly pay period or forty (40) hours per week.
- Non-Exempt employees must have pre-approval for any hours worked over forty (40) in the work week.
- The work schedule will be consistent with established starting and ending times that remain the same week after week.
- The employee will be eligible for break and lunch periods as per Policy #111-Hours of Work.

Holidays: The Employee and the Supervisor will work out the work schedule for the week in which a holiday falls (i.e. the employee works 4 – eight hour days). Employees under the Alternative Work Schedule are only eligible for eight (8) hours of holiday time; they are not eligible for holiday hours as defined under Policy #207 – “Holidays will be based upon regularly schedule hours, exclusive of shift premium, if any”.

Vacation: Vacation time earned as defined in Policy #218-Vacation. Vacation taken in day increments will be charged at ten (10) hours per day. Note: A week of vacation will equal forty (40) hours.

Sick Leave: It is understood that sick leave will be earned at the rate of eight (8) hours per month. Sick leave taken will be charged at ten (10) hours per day.

Any or all of the foregoing alternative schedule options may be utilized.

Eligibility/Criteria

- Working an alternative work schedule is a privilege, not an employee right and it in no way changes the terms and conditions of employment with Dodge County.
- Employees must maintain an acceptable time and attendance record and maintain a satisfactory work performance.
- Alternative work schedules are not appropriate for all positions, all Departments, or all situations.
- Alternative work schedules, to the extent such are appropriate, should be uniformly available to all positions in a Department. Employees can each have a different schedule as long as the normal business hours are covered.
- The Department Head is responsible for ensuring the fair and equitable administration of this policy to employees.
- Alternative work schedules will not result in a change in the County’s or a Department’s regular hours of operation.
- Each Department Head is responsible for ensuring that all services of the Department are available to internal and external clients during regular business hours and that the efficiency and effectiveness of the Department’s operations will not be interrupted or negatively impacted.
- The alternate work schedule will not cause overtime. All overtime must have Supervisor approval prior to incurring the overtime.
- Any alternative work schedule may be discontinued at will and at any time at the request of either the employee or the Department Head with approval from the County Administrator. Every effort will be made to provide 30 days’ notice of such change to accommodate commuting, child care and other issues that may arise from the termination of the alternative work schedule. There may be instances, however, when no notice is possible.

Process

- All requests for an alternative work schedule must be in writing, completed by the employee, and submitted to the Department Head for approval. Requests by Department

Heads are to be submitted to the County Administrator. Please use the Alternative Work Schedule Request Form.

- Approval or denials by the Department Head (or County Administrator) of such requests must be in writing and provided to the employee.
- Once an alternative work schedule is approved, it cannot change without the prior written permission of the Department Head (or County Administrator).
- All completed and approved requests, and denials, must be sent to the Human Resources Department to be placed in the employee's personnel file.
- Any request for an alternative work schedule option outside the parameters defined in this policy must be reviewed and approved by the County Administrator and Human Resources Department.