

State of Wyoming Flexible Personnel Policies

Hiring and Retention

The ability to provide flexible work arrangements may significantly assist in recruiting and retaining older workers as well as younger workers interested in alternative work schedules. A major concern in part-time work arrangements may be whether or not time worked is adequate enough to allow an employee to qualify for health care benefits (i.e. 80 or more hours per month). Having an open discussion concerning flexible work arrangements with an employee who may be considering resigning, retiring or remaining on the job may alter their departure. This may also allow an employer additional time for succession planning.

Flexible work arrangements are alternative work schedules that are mutually agreed upon in writing between the employee and the employer. Management determines the eligibility of employee participation for flexible work schedules. In allowing such alternative work schedules, the needs of the agency and requirements of the tasks performed must be considered. Some jobs will be easier than others to accommodate an alternative work schedule. The current State of Wyoming Personnel Rules allow for the following provisions:

1. Flexible Full-time Permanent Employee Work Arrangements

Flexbands also allow the employee to choose an arrival and departure time. The arrival flexband is from 6:30 a.m. to 9:30 a.m., and the departure flexband is from 3:30 p.m. to 6:30 p.m. The lunch flexband is from 11:00 a.m. to 2:00 p.m. with a half hour as the minimum lunch period. Employees must be present at their regular work stations during the core time period, from 9:30 a.m. to 3:30 p.m.

Flextime allows the employee, with the agency head's approval, to determine an arrival and departure time within a specified time period as their regular work schedule. Core time periods designated above apply to flextime.

Compressed Work Week allows the employee to complete a forty (40) hour work week in fewer than five days by increasing the number of hours worked per day. This type of work week schedule requires a written request from the agency head, and written approval by the Human Resources Division.

Home-based Work or Telework allows state employees to conduct business from an approved remote worksite other than their regular worksite. There are factors to consider in regarding the security of remote access to a state computer network and whether or not the employee has adequate work space. Other considerations include job independence or if the job is an integral part of a process that must interact throughout the day with other employees.

Educational Leave may be granted to an employee for up to twenty-four (24) months to allow the employee to acquire job related training or education.

Leave Without Pay may be granted at the discretion of the agency head. An employee must use all accrued vacation leave and compensatory time before leave without pay can be authorized. This can result in a benefit for both the employee and the employer. The employee's unfunded leave balance would be reduced while the employee is on this extended leave of absence without pay. However, an employee must be on a paid leave of absence for 80 hours or more in any one month to continue the state health insurance. Less than 80 hours of paid leave of absence per month will result in the employee's loss of the state contribution to the group insurance.

2. Flexible Part-time Employee Work Arrangements

Part-time Status – An employee in an authorized position can be offered a part-time status based on the judgment by agency management that the employee's job can be effectively performed on a part-time basis.

- It is allowable for a full-time position to be used on a part-time basis.
- This would provide an opportunity for a phased retirement. However, this may affect the productivity of the program or division.

Job/Time Share – Two employees may voluntarily occupy one position or three employees may voluntarily occupy two positions with agency approval. The total salary expenditure for the employees cannot exceed the amount authorized for the position or positions.

Benefits

Health Insurance

- An employee must work at least 80 hours a month in order to continue receiving the 85% funding contribution to their health insurance.
- The employees sharing the position or positions must split the budgeted health insurance benefit.

Vacation Leave

- Accrues for 40 hours per month (39 or less hours = 0) and greater by taking the Accrual Base Rate for the employee (based on the number of months of completed continuous service) multiplied by the hours worked in the month, and then dividing the total by 160. For example:
 - 115 months of service = 12 hours per month (accrual base rate)
 - Worked 60 hours in month
 - $60 \times 12 = 720 / 160 = 4.5$ hours of vacation leave accrued for month

Sick Leave – Accrues for 40 hours per month and greater by taking the total hours worked in the month multiplied by 8 hours, then dividing the total by 160.

Holiday Leave – same as sick leave calculation.

Retirement – Service is calculated monthly based on the number of hours worked in a month. If you work:

- At least 86 hours, you receive one month of service credit.
- Less than 86 hours but at least 40 hours, you receive one-half month of service credit.
- Less than 40 hours, you receive one-quarter month of service credit.
- If you job-share, be aware that service credit will not be awarded for any month services are not performed. You can receive credit only for those months actually worked.

2. Temporary and Intermittent Appointments

Temporary Appointments are employees who are at-will and have no expectation of continued employment and may be dismissed at any time without cause or reason. Temporary appointments shall not continue for more than nine (9) months without approval of the Human Resources Division with a few exceptions.

Intermittent Appointments are employees with the same status as temporary except that work can be performed intermittently for a total of nine (9) months or less equivalent service in any calendar year.

- Temporary and intermittent hires must be made from among applicants on the appropriate register and in the candidate group.
- As with full-time and part-time positions, both of these types of appointments must be made to an authorized position.

Benefits

- If the employee is a seasonal worker in an authorized position, health insurance can be offered.
- It may be possible to offer an employee with this type of appointment paid benefits which would be contingent upon the expected duration of employment of at least 6 months and 80 hours per month.

3. At-Will Contract Employee

- An at-will contract employee is an individual hired by the State of Wyoming to provide technical or professional services through a contract, which clearly states the duties, responsibilities, and benefits for a specific period of time. The terms and conditions of employment are defined in the contract.

- No at-will contract employees shall be eligible for or accrue any type of leave or be eligible to participate in or otherwise be covered by state employees' and officials' group insurance, the state retirement system or the deferred compensation program. If the employment contract so provides, an at-will contract employee may be eligible for membership in the state employees' and officials' group insurance plan, or in the case of the Wyoming retirement system an at-will contract employee of a member employer may be enrolled in the system if that employee's wages under the contract are reported on an IRS Form W-2 Wage and Tax Statement, provided the employee pays the total premium or contribution required.
- An at-will contract shall be for a term not exceeding twenty-four (24) months subject to renewal of the contract at the end of the contract period.
- No contract shall be entered into, nor negotiations with an individual completed, until the contract has been approved in writing by the Human Resources Division and the Attorney General.