

CHAPTER 18

ALTERNATIVE WORK SCHEDULES

Section 1. **Telework.**

(a) Telework allows state employees to conduct state business from an approved remote work site other than their regular office.

(b) Agreements.

(i) Participation in telework may be terminated by the employee or the supervisor at any time without cause by providing fifteen (15) days written notice. The agency head or supervisor may immediately terminate the employee's participation and Memo of Understanding for cause at any time.

(ii) Employees participating in telework shall comply with all applicable statutes, rules, policies, procedures and the terms of the Memo of Understanding. Failure to do so may result in terminating the employee's continued participation in telework and may include disciplinary action.

(c) Eligibility.

(i) Teleworking is not an employee right nor an employee benefit. It is an alternative work schedule mutually agreed upon by the employee, supervisor, and agency head. Agency heads shall determine eligibility of employee participation in teleworking.

(ii) Teleworking is available only to employees whose job, in the judgment of their supervisor, may be effectively performed by teleworking. No employee shall be required to telework.

(iii) Application to participate in teleworking requires the agency head approval on the appropriate forms. A copy of such forms shall be submitted to the Human Resources Division.

(iv) The Telework Memorandum of Understanding shall be approved by the agency head. A copy of the Memo of Understanding shall be submitted to the Human Resources Division.

(d) Remote Work Site. The employee's remote work site may be the employee's home, a State owned or leased office in another location within the State or near the employee's home, a satellite neighborhood work center, or other approved location.

(e) Telework Options.

(i) Regular - Employee teleworks a predetermined schedule on a continuing regular basis.

(A) Scheduling. A regular teleworking schedule shall consist of one (1) to three (3) days per week. Exceptions to this schedule shall be requested and approved in writing by the agency head.

(B) A regular teleworking schedule requires a Memo of Understanding and Telework Application.

(ii) Project Based - Telework agreements of a temporary, or project-based nature and shall be for a definite time period.

(iii) Medical - Telework from an approved remote work site, on a full-time or part-time basis based on a legitimate medical need. This option may require documentation from a health care provider.

(f) Training. Employees, supervisors, and managers participating in telework shall receive training and attend continuing educational programs as deemed appropriate by the Human Resources Division. The training shall be based on the guidelines developed by the Human Resources Division.

Section 2. Flextime.

(a) Flextime allows the employee, with the agency head's approval, to choose an arrival and departure time within a specified time period as their regular work schedule.

(b) Agreements.

(i) Flextime is not an employee right nor an employee benefit. It is an alternative work schedule mutually agreed upon in writing by the employee, supervisor, and agency head. Agency heads and supervisors shall determine eligibility of employee participation in flextime. An employee shall not be required to accept a flextime schedule.

(ii) Participation in flextime may be terminated by the employee or the supervisor at any time without cause by providing fifteen (15) days written notice. The agency head or supervisor may immediately terminate the employee's participation for cause at any time.

(iii) Employees participating in flextime shall comply with all applicable statutes, rules, policies, and procedures. Failure to do so may result in terminating the employee's continued participation in flextime and may include disciplinary action.

(c) Time periods.

(i) Flexband. The flexbands are the time periods whereby an employee chooses 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.

(ii) Core Time. Core time is the period of the day when all employees must be present at their regular work stations. The core time period is from 9:30 a.m. to 3:30 p.m.

(iii) Leave. Leave resulting from annual, sick, leave without pay, compensatory time, or other approved leave shall require charging a like number of hours the employee is regularly scheduled to work.

(A) Holiday Leave. Refer to Chapter 10, Section 4(a). Eight hours is the maximum number of hours allowed for holiday leave.

Section 3. Compressed Workweek.

(a) A compressed workweek is a forty (40) hour work week completed in fewer than five days by increasing the number of hours worked per day.

(b) Approval. The use of a compressed workweek schedule shall be requested in writing by the agency head, and approved in writing by the Human Resources Division. Any changes to the official work week shall be in accordance with Chapter 9, Section 10 (a)(ii).

(c) Eligibility. The compressed workweek schedule is available to employees whose jobs in the judgment of their supervisors, may be effectively performed through employee participation.

(i) The compressed workweek schedules are not an employee right nor an employee benefit. It is an alternative work schedule mutually agreed upon in writing by the employee, supervisor, and agency head. Agency heads and supervisors shall determine eligibility of employee participation in compressed workweeks. An employee shall not be required to accept a compressed workweek schedule.

(ii) Participation in a compressed workweek schedule may be terminated by the employee or the supervisor at any time without cause by providing fifteen (15) days written notice. The agency head or supervisor may immediately terminate the employee's participation for cause at any time.

(iii) Employees participating in compressed workweeks shall comply with all applicable statutes, rules, policies, and procedures. Failure to do so may result in terminating the employee's continued participation in a compressed workweek schedule and may include disciplinary action.

(iv) Compressed workweeks may be used for employees who are participating in telework.

(d) Scheduling. Established compressed workweek schedules shall be in effect subject to agency staffing needs.

(e) Leave. Leave resulting from annual, sick, leave without pay, compensatory time, holidays, or other approved leave shall require charging a like number of hours the employee is regularly scheduled to work.

(i) Holiday Leave. Refer to Chapter 10, Section 4(a). Eight hours is the maximum number of hours allowed for holiday leave.