2V. Flexible Work Schedule Policy

Morrow County is committed to helping employees face the demands of juggling work, family and personal obligations by offering a number of possible flexible work arrangements. These arrangements provide employees with increased flexibility with their work schedule while allowing Morrow County to maintain a progressive and productive work environment.

All Morrow County employees will be considered for alternative 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 Morrow County as a whole with increased productivity at no expense to quality output.

Several alternative work schedule options are available to employees:

- Flextime schedule, 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 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.
- Compressed workweeks in which an employee works 10 hours per workday, reducing the workweek to four days a week.
- Compressed workweeks in which an employee works nine-hour workdays Monday through Thursday and four hours each Friday.
- (Exempt Only) Compressed workweeks in which an employee works eight nine-hour days, one eight-hour day and one day off every pay period. *
- Employees may have the need for a shorter meal period. Unpaid meal periods can be taken with the option of a set 30- or 60-minute break.

Alternative work schedules must meet the following requirements for consideration:

- All full-time employees must work 40-hour week (*80 hours a pay period).
- Operational requirements must be met.
- Service to the customer must be maintained or improved.
- Costs to Morrow County will not be increased.

Approved alternative work schedules will meet the following standards:

- Alternative schedules will not diminish the ability of Morrow County to assign responsibility and accountability to individual employees for the provision of services and performance of their duties.

- When a paid holiday falls on an employee's regularly scheduled day off, the employee will be given another day off during that pay period.

Department Conditions

The department head is responsible for identifying if any of the above-mentioned staffing options are workable within the department. This may include determining if the entire department or an entire shift must convert to one or more of the above alternative scheduling options. To determine whether an employee's request for an individual alternative work schedule is appropriate, the director 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 department, Morrow County, and the employee.

Approval/Modifications

Upon approval of a flexible work schedule, a six-month trial period will apply to assess the impact and effectiveness of the arrangement. After successful completion of the trial period, the work arrangement may be reviewed annually thereafter to ensure continued success. The arrangement may be canceled for any legitimate business reason by management. An employee wishing to change or cancel an alternative work arrangement must obtain written approval from his or her director.

Eligibility

Alternative work arrangements are not appropriate for all employees or positions and are not a universal employee benefit. In order for an employee to be eligible for an alternative work schedule, 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.

Overtime/Compensatory Time

Director's must submit a payroll change form with the employee's new schedule to ensure accurate overtime rules. A flexed schedule will not change the total number of hours worked in the FLSA established weekly work period for the affected employees. Notwithstanding the requirements of the overtime article and of ORS 653.268 and as specifically allowed by ORS 653.269, an alternative/flexed work schedule shall not result in the payment of overtime or compensatory time.