



CITY OF CENTENNIAL, COLORADO
13133 East Arapahoe Road, Centennial, Colorado 80112

**ADMINISTRATIVE DIRECTIVE
No. 2016-HR-AD-1**

Alternative Work Schedule – Non-Exempt Employees

I. AUTHORITY:

Article 2 of Chapter 2 of the City's Municipal Code provides the City Manager with the authority to carry out the administrative affairs of the City, including promulgating administrative policies consistent with federal, state and local laws.

II. PURPOSE OF DIRECTIVE:

The purpose of this Directive is to provide Alternative Work Schedule opportunities for non-exempt employees to enhance work-life balance and ensure the City's business needs are met.

III. SCOPE:

This Directive applies to all non-exempt employees of the City of Centennial, if they choose to participate. Employees hired by City Council are excluded from this Directive, unless otherwise provided by contract. City Council is excluded from this Directive unless otherwise provided by City Council Policy.

IV. DEFINITIONS:

Alternative Work Schedule is an agreed upon work schedule between the employee and the City which differs from the Standard Work Schedule.

Non-Exempt Employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are bound by federal law requirements concerning minimum wage and overtime.

Exempt Employees are generally managers or professional, administrative or technical staff who are exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA). Exempt employees have jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

Compressed Work Schedule is an Alternative Work Schedule in which the Standard Work Schedule is reduced to fewer than five days worked per week while maintaining 40 hours worked per week or 80 hours worked biweekly.

Standard Work Schedule is Monday through Friday from 8:00 am to 5:00 pm with an hour meal break (8 hours of work, 5 days a week for a total of 40 hours per week).

Employee Workweek is a fixed and regularly recurring period of 168 hours, comprised of seven consecutive 24-hour periods, which does not need to coincide with the calendar week, but may begin on any day and at any hour of the day.

V. DIRECTIVE:

A. Eligibility

Not all types of Alternative Work Schedules are suitable for every position, and not all positions are suitable for an Alternative Work Schedule. Employees are not entitled to nor guaranteed to be granted an Alternative Work Schedule. Approved Alternative Work Schedule agreements may be reversed if the Alternative Work Schedule is not in the best interest of the employee or the City.

B. Types of Alternative Work Schedules for Non-Exempt Employees

1. 9/80

9/80 is a Compressed Work Schedule in which an employee works a total of 80 hours in two weeks over 9 days. In the City's 9/80 Compressed Work Schedule for non-exempt employees, the employee will work 9 hours per day Monday through Thursday and on alternate Fridays either work 8 hours or are scheduled off, "flex" day.

Due to regulations within the Fair Labor Standards Act (FLSA), non-exempt employees who are working on a 9/80 Compressed Work Schedule have an Employee Workweek that begins each Friday at 12:00 pm and ends Friday at 11:59 am. Non-exempt employees are required to take the same alternating "flex" day off for the length of the Alternative Work Schedule to remain in compliance with the definition of the Employee Workweek under the FLSA guidelines.

2. Flex Time

Flex Time is an Alternative Work Schedule that permits flexible starting times and quitting times for employees while maintaining 8 hours of work per day, 5 days a week. Employees must work the standard number of core hours but may alter their starting and ending times subject to approval by their immediate supervisor. Managers may also allow employees to flex their start or end time by taking a 30 minute meal break, instead of the standard one hour meal break. The City permits the following Flex Time:

Flexible Time
6 a.m. – 10 a.m.

Core Time
10 a.m. – 3 p.m.

Flexible Time
3 p.m. – 7 p.m.

C. Requesting an Alternative Work Schedule

Non-Exempt employees must submit to their manager an Alternative Work Schedule Application for non-exempt employees. The application will specify the type of Alternative Work Schedule, the proposed hours of work/availability, and the proposed day off, if applicable.

Employees will meet with their manager to review the request and discuss any potential problems with the proposed Alternative Work Schedule.

D. Approving an Alternative Work Schedule

1. Criteria for Approval

- a. The proposed Alternative Work Schedule:
 - i. Will not interfere with the regular business operations of the City;
 - ii. Will not impact the City's existing service levels; and
 - iii. Will not interfere with the duties of the position.
- b. The employee's performance is satisfactory, and the manager believes that the employee will continue to perform to the same high standards with the Alternative Work Schedule.
- c. The employee will continue to receive the necessary level of supervision for their position while on the Alternative Work Schedule.
- d. The proposed Alternative Work Schedule complies with the FLSA.

2. Approval / Rejection

Managers have the authority to approve or reject any Alternative Work Schedule proposal based upon the above criteria at any time for any reason or no reason.

The Alternative Work Schedule Application must be signed by both the employee and manager in order to be valid. Approved Alternative Work Schedule agreements may be reversed if the Alternative Work Schedule is not in the best interest of the employee or the City.

E. Changes to Alternative Work Schedules

1. Managers may change or rescind approval for Alternative Work Schedules at any time and for any or no reason.
2. Employee may request changes to Alternative Work Schedules or rescind an Alternative Work Schedule at any time, if the requested change is not intended to be temporary in nature. Requests should be made to the employee's manager. Such changes may not go into effect immediately.
3. Changes in the Alternative Work Schedule or changing from an Alternative Work Schedule to a Standard Work Schedule should occur at the start of a pay period.

F. Standards

1. Holidays

- a. Employees on an Alternative Work Schedule will receive eight (8) hours of holiday pay for designated City holidays regardless of regularly scheduled hours. Non-exempt employees on a 9/80 schedule must document one (1) additional hour of applicable leave entitlements on their timesheet to be fully paid for the holiday.
- b. Employees may need to change scheduled days off to accommodate City holidays, if applicable.

2. Leave

- a. Employees will continue to accrue PTO at existing rates, regardless of an Alternative Work Schedule.
- b. When a non-exempt employee on a 9/80 schedule takes a full day of leave, the number of leave hours charged will equal the number of regularly scheduled working hours for that day.
- c. When an employee on a 9/80 schedule takes a full week of leave, 40 hours of applicable leave time will be charged.

3. Expectations

- a. For non-exempt employees, meal periods are not work time and are not compensable.
- b. Any overtime hours incurred during the 9/80 Alternative Work Schedule are subject to the City's Overtime policy.

4. Consistency

Employees are expected to maintain a consistent schedule to the extent possible. The intention of an Alternative Work Schedule is for the arrangement to be a regular, ongoing arrangement. Due to the administrative burden placed on staff members, frequent requests for changes to an Alternative Work Schedule cannot be accommodated and may result in the termination of the Alternative Work Schedule. Infrequent changes in scheduling may be accommodated by an employee's manager.

VI. EFFECTIVE DATE:

This directive shall be effective upon the signature of the City Manager.

VII. APPROVAL:



John Danielson, City Manager

8/23/16

Date