



POLICY AND PROCEDURE	
SUBJECT/TITLE:	Alternative Work Schedule Policy
APPLICABILITY:	All Full-time Staff
CONTACT PERSON & DIVISION:	Fiscal Officer, Administration
ORIGINAL DATE ADOPTED:	06/06/2018
LATEST EFFECTIVE DATE:	06/06/2018
REVIEW FREQUENCY:	5 Years
BOARD APPROVAL DATE:	N/A
REFERENCE NUMBER:	800-032-P

A. PURPOSE

The intent of this policy is to describe the concept of an alternative work schedule (AWS) for full time employees of the Canton City Health District.

B. POLICY

The Canton City Health District (CCHD) will consider an AWS when it is reasonable and practical and when the AWS will support the operational needs of the health department. AWS is not a right for the employee and will be granted upon the sole discretion of the department.

C. BACKGROUND

AWS is a work schedule that allows full-time employees to work their standard number of weekly hours (40 hours per week) at nonstandard times and/or varied days, while maintaining an appropriate level of service during the standard hours of operation at CCHD. With an AWS, employees are still subject to all requirements to accomplish their assigned work duties.

Note: Any full-time employees that have been working an AWS prior to the effective date of this policy are required to get approval of the AWS per this policy within 2 weeks of the effective date of this policy or they will be required to revert back to the normal business work schedule.

D. GLOSSARY OF TERMS

Alternative work schedule (AWS): Any work schedule other than the CCHD’s standard hours of operation (including a 1 hour meal break).

Hours of operation: The CCHD shall be open for services Monday through Friday, from 8:00 am to 4:30 pm, except on official holidays as set forth in the Canton City Health Code 207.10.

Normal business work schedule: An 8 paid hours per day, 5 days per week, 40 paid hours per week schedule matching CCHD’s standard hours of operation. Specifically, this is Monday through Friday starting 8:00am and ending 4:30pm including a 1 hour meal break (30 minutes paid + 30 minutes unpaid).

E. PROCEDURES & STANDARD OPERATING GUIDELINES

1. ALTERNATIVE WORK SCHEDULE
 - a. The department must be adequately staffed during regular business hours to adequately provide service to the community. Department leaders and supervisors will have to examine carefully the AWS requests of their employees, so that work schedules can be coordinated and ensure adequate staff coverage for the department at all times of operation.
 - b. While the employee is working an approved AWS, a supervisor must be available to that employee during the AWS. The supervisor does not have to be physically present, but must be available at

a minimum by phone, text message, or other rapid communication method during the AWS. The time that a supervisor is available for the AWS is not scheduled work time for the supervisor and the supervisor is not eligible for additional compensation for that time (such as comp time or overtime) due to the supervisor's status as an exempt employee for the purposes of the Fair Labor Standards Practices Act.

- c. An AWS may be requested by the employee submitting the 800-032-01-F_Alternative Work Schedule Request / Agreement to the division leader. The division leader will review the request and determine if it is approved or denied. Alternative work schedules will only be approved for 90 days upon the first approval. Subsequent approvals may be granted for a specific period not to exceed 12 months. The AWS will be reviewed by the supervisor on an annual basis. All completed original forms will be provided to the Fiscal Officer for filing in the employees personnel files with copies to the employee and division leader/supervisor.
- d. Division leadership ensures the AWS will be administered consistently and equitably within their respective divisions and that alternative work schedule arrangements conform to CCHD policy.

2. GUIDELINES

a. Scheduling of Time

- i. Full time employees are required to be scheduled a minimum of 40 paid hours each week.
- b. Vacation time, sick time and compensation time hours taken while working an AWS will be based on the hours the full-time employee is scheduled to work on that specified day.
 - i. For example: If an employee is scheduled to work on Tuesday nine hours and the employee calls off sick, then the employee will use nine hours of sick time. The same applies for vacation and compensation time used.
 - ii. For example: If an employee works a schedule ending at 4:00pm and leaves at 2:00pm for a dentist appointment, the employee would use two hours of sick time.
 - iii. If an employee is scheduled for one week of vacation time, then the employee reverts to the normal business work schedule (5 days a week at 8 hours per day).
- c. There may be some unusual circumstances that will be handled by the division leader and/or supervisor on a case by case basis (i.e. attending conferences or meetings, travel, jury duty, bereavement leave, etc.).
- d. The AWS is a privilege, not a right, and, if no longer practical, or if abused, can be terminated at any time at the discretion of the division leader, supervisor or the Health Commissioner.
- e. Division leaders and supervisors are expected to use the same performance measurement criteria that were previously in place. An employee will not be granted an alternative work schedule unless the employee's prior performance has demonstrated the skills and qualities necessary to succeed in the proposed AWS.
- f. New employees may be hired into a department initiated alternative work schedule arrangement with the understanding that such an arrangement may be changed if business needs dictate or the employee fails to meet performance expectations.
- g. Division leaders are responsible to ensure that the divisions' programs have coverage during the department's hours of operation.
- h. Approval of and changes to the AWS should be timed to coincide with the beginning and ending of a payroll period.
- i. An approved AWS will become an employee's fixed work schedule for the specified timeframe.

3. EMPLOYEE ELIGIBILITY

- a. Only full-time employees may be assigned an AWS.

- b. An AWS may not be assigned during the employee’s probationary period unless the employee was hired into the department with the AWS.

4. MINIMUM REQUIREMENTS

- a. No alternative work schedule option shall permit any employee to work before 7:00 am or beyond 7:00 pm or to have a start time later than 11:00 am or to have an end time earlier than 3:00 pm unless it is deemed necessary for department operations and approved by the Health Commissioner.
- b. On a week where there is a paid holiday, the employee will revert back to the normal business work schedule. This also applies to the employee’s personal holiday.
- c. Any leave taken shall be at the rate that coincides with the approved AWS for the days of the leave. Where another policy defines the use of leave time for a period of one day, this is interpreted to mean 8 hours.

F. CITATIONS & REFERENCES

Canton City Health Code

G. CONTRIBUTORS

- 1. Jim Adams, Health Commissioner
- 2. Christi Allen, Fiscal Officer
- 3. Diane Thompson, Director of Nursing
- 4. Laura Roach, WIC Director

H. ATTACHMENTS

800-032-01-F_Alternative Work Schedule Request

I. REFERENCE FORMS

N/A

J. REVISION HISTORY

Revision #	Date	By	Notes