

**Policy:**

It is the policy of the County that allowing for flexibility in work arrangements, provided there will be no adverse effect on County operations, is a way to attract and retain the best employees. Lee County recognizes that our diverse work force may, at times, have needs that require creative approaches to helping employees balance work and life demands. This policy is provided as one tool for management and employees to use to work as partners to ensure we meet our commitments to citizens while recognizing and addressing the demands of life outside of work. Alternative work arrangements should be thought of as simply another way to get the work done.

**209:1 GENERAL PROVISIONS**

1. Flexible work schedules and other arrangements are only available in instances where there is no adverse effect on the work to be performed. Certain work within the County by its very nature does not allow for flexible work arrangements.
2. Flexible work arrangements may benefit the County, its employees, and citizens in many ways. An alternative work arrangement can improve coverage, ensure job function continuity, reduce turnover, attract employees, expand and upgrade employee skills, provide for cross training opportunities, reduce labor costs, reduce overhead expenses, improve productivity, improve services, and improve morale.
3. The County encourages managers to consider non-traditional work arrangements that will enable employees to balance work and life demands while maintaining or enhancing the work unit's ability to meet and/or exceed expectations.
4. Managers should assess the impact of alternative work arrangements on the functions of their work unit and consider alternative work schedules or patterns that would maintain or enhance service quality.
5. In all cases, management retains all of its prerogatives regarding an alternative work arrangement. A manager may deny a request based on business reasons. An alternative work arrangement may also be terminated at any time by a manager if business needs so dictate.
6. The following work arrangements may be available options to our employees:
  - a) Compressed workweek: A full time (40 hour) work schedule compressed into a 3- or 4-day workweek (e.g. four 10-hour days)
  - b) Flextime: A work schedule that permits flexibility in starting and quitting times without altering the required number of work hours in a given period (e.g. in a workweek) and usually specifies a core period of the day during which all employees must be scheduled. Such scheduling is not available to counter and customer service staff members that have established working hours for contact with our customers.
  - c) Part-time: A regular employee working less than a full-time work schedule and no more than 30 hours per week. (Note: A reduction in hours which results in an employee working less than 30 hours per week may have consequences on his/her benefits package.)
  - d) Reduced work hours: A temporary reduction of work hours for full-time staff, not less than 30 hours per week. Such an arrangement must be reviewed every 90 days.

## **ALTERNATIVE WORK ARRANGEMENTS**

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- e) Telecommuting: A work schedule that allows an employee to work all or part of their workweek at home, on the road, or in an alternate work location.
7. For purposes of appropriateness and consistency of alternate arrangements, a brief description of specific alternate work arrangements should be sent to the Director of Human Resources, or designee, for review.