

# Alternative Work Schedules

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**Steve Ponder**

*Classification & Compensation Manager*



# What is an Alternative Work schedule?

- Regular Work Schedule – five consecutive eight hour shifts in a week
- Alternative Work Schedule – full-time work weeks of less than five days
  - 4/10 – four 10 hour shifts over one week
  - 9/80 – eight 9 hour shifts and one 8 hour shift over two weeks



# Why Might an Employee Want?

- Fewer work days
- Less commuting
- Can create work hours during non-peak hours (less hectic so can get more work done)



# Why Might a Department Want?

- Can provide better coverage
- Increased employee morale

# Why Might a Department be Concerned?

- Longer work days
  - Fatigue; less production
  - Working hours that are not when needed (e.g., does it make sense for a secretary to come in at 6 am?)
  - Working hours when there may not be supervision (e.g., how much work is going to get done when no one else is around; not a good idea for employees with performance issues)
- Fewer work days
  - 9/80 – one less day every two weeks
  - 4/10 – two less days every two weeks

# Under What Circumstances?

- Cost Neutral – employees should not receive greater benefits under an alternative work schedule (e.g., legal holidays are an 8 hour benefit; employees working a 4/10 do not get 10 hours LH)
- Mutual Agreement – schedules require agreement of the employee and the City; City can end an alternative work schedule unilaterally with providing sufficient notice
- Serves the Department's Needs – if an alternative work schedule will impair a department's mission, then it should not be approved