



## Policy on Alternate Work Schedules and Hybrid Work Arrangements

### Why this policy is important

This policy establishes policies, processes, and guidelines for alternate work schedules and hybrid work arrangements.

### Who needs to know and understand this Policy?

This policy applies to all full-time and part-time unrepresented City of McMinnville employees.

### Purpose

As much value as there is to working on site, there is also value to allowing employees flexibility in their work schedules and/or work location by providing alternate work schedules and/or hybrid work arrangements. Giving employees flexibility in their work schedule and/or work location can have many positive impacts for employees including: expanding access to services through increased flexibility in employee scheduling, increasing employee productivity, mitigating the city’s environmental impact by reducing employee commutes, and improved flexibility and work-life balance for employees.

### Terms

<b>Alternate Work Schedule</b>	<ul style="list-style-type: none"> <li>A standard work schedule that provides an alternative to the regularly scheduled work week.</li> </ul>
<b>Hybrid Work Arrangement</b>	<ul style="list-style-type: none"> <li>An approved work schedule which allows an employee to work a pre-determined number of their standard work hours on-site and a pre-determined number of their standard work hours remotely.</li> </ul>
<b>“Flexing” a Schedule</b>	<ul style="list-style-type: none"> <li>The practice of allowing an adjustment to an employee’s schedule within the same work-week.</li> </ul>
<b>Remote Work</b>	<ul style="list-style-type: none"> <li>Work performed by an employee at home or another off-site location.</li> </ul>
<b>Remote Work Location</b>	<ul style="list-style-type: none"> <li>Off-site location where an employee is regularly scheduled to perform work, typically the employee’s home.</li> </ul>
<b>Split Shift</b>	<ul style="list-style-type: none"> <li>A schedule whereby an employee’s work day is divided into two or more parts.</li> </ul>
<b>Standard (Payroll) Work Week</b>	<ul style="list-style-type: none"> <li>A standard work week consists of seven (7) consecutive days in a pre-established schedule. Typically, the seven consecutive days are Sunday – Saturday.</li> </ul>
<b>Standard Scheduled Work Week</b>	<ul style="list-style-type: none"> <li>The number of hours an employee is expected to work during a standard work week.</li> </ul>

### General Guidelines – Alternate Work Schedules & Hybrid Work Arrangements

Alternate schedules and hybrid work arrangements are a benefit that are not appropriate for all employees or positions. Alternate schedules and hybrid work arrangements will only be granted in instances where they will not disrupt the delivery of services or negatively impact an employee’s or department’s work performance.

### Work Hours

The total number of scheduled work hours per week are not expected to change as a result of an alternate work schedule or a hybrid work arrangement.

- Alternate work schedules or hybrid work arrangements should not build-in, create, or necessitate working overtime hours on a regular basis.
- Employees must continue to seek approval from their supervisor if they expect to work more than their standard number of scheduled hours.

### **Performance of Work**

The performance standards and job requirements for employees working alternate schedules and/or hybrid work arrangements will be equivalent to the standards used when the employee is working a standard work schedule and/or working on site. An alternate work schedule and/or hybrid work arrangement does not change the standards of employee performance, conduct, or behavior. The change in work schedule or work location should not impact productivity, customer service, operational efficiency, or team collaboration.

### **Compensation and Benefits**

An employee's salary and benefits will not change as a result of an alternate schedule and/or hybrid work arrangement except as they might have changed had the employee remained working a standard work schedule or on site.

### **Additional Guidelines:**

- Alternative work schedules and/or hybrid work arrangements may be assigned on a department-wide basis or an individual basis.
- Employees may request an alternate work schedule, hybrid work arrangement or combined alternate work schedule and hybrid work arrangement.
- Alternate work schedules and hybrid work arrangements must be codified in an approved "Alternate Work Schedule and/or Hybrid Work Arrangement Agreement".
- **Alternate work schedules must be approved prior to implementation by the direct supervisor and the applicable department head.**
- Alternate work schedules and/or hybrid work arrangements must include appropriate breaks and lunch.
- Operational demands may require an employee on an alternative work schedule or hybrid work arrangement to work on a day normally scheduled off or work on site on a day when they are scheduled to work remotely,
- Alternate work schedules and hybrid work arrangements are intended to be an employee benefit. They are not a guaranteed condition of employment, and do not change the terms and conditions of employment with the City.
- Alternate work schedules and/or hybrid work arrangements may be adjusted or rescinded by the City at any time due to organizational need and/or employee performance. When adjustments are permanent or rescinded, the City will provide at least 14 days of notice to the employee.
- Employees may request an alteration or end to their alternate work schedule and/or hybrid work arrangement at any time.
- In the event of an emergency, the City may assign employees to work remotely. These employees will be advised of the need to work remotely by their supervisor or Human Resources.
- Some departments may have special security requirements for working remotely. Please check with your supervisor regarding data safety.
- Employees working an alternative work schedule or hybrid work arrangement are required to comply with all federal and state laws, along with all City policies, practices and procedures.
- Employees with approved hybrid work arrangements must continue to live and work in the State of Oregon or within commuting distance of the City in Southwestern Washington State.
- Employees traveling for up to two weeks may work remotely while traveling outside of Oregon and Washington. Requests to work remotely while traveling for more than two weeks must be approved by the supervisor and Human Resources.

### **Alternate Work Schedules**

As defined above, an alternate work schedule is a standard work schedule that provides an alternative to the regularly scheduled work week. Alternate schedules do not indicate a variation in an employee's work location.

Examples of alternate work schedules include:

- **Four/Ten's:** A Four/Ten schedule is one where an employee works 10 hours per day, four days per week, reducing the employee's work week to four days a week while maintaining a full workload.
- **Nine x four:** A nine x four schedule is one where an employee works 9 hours per day, four days per week and 4 hours per day, one day per week.
- **Early Shifts for Summer:** To allow folks to work when it is cooler during summer, some work groups may start their work shifts as early as 6:00am.

### **Hybrid Work Arrangements**

A hybrid work arrangement is an approved work schedule which allows an employee to work a pre-determined number of their standard work hours on the work site and a pre-determined number of their standard work hours remotely.

The employee's supervisor will evaluate all requests for hybrid work arrangements and alternate work schedule/hybrid work arrangements on a case-by-case basis. Important considerations for supervisors and employees to consider when evaluating whether the employee can perform the essential functions of their position remotely, whether or not the employee has access to an appropriate workspace and the equipment and materials needed to perform their work and whether or not the employee has demonstrated the ability to work independently with minimal supervision.

### **Remote Work Site Requirements**

The employee is responsible for setting up and maintaining their workspace in a remote work environment. The remote workspace must include appropriate Internet access for the type of work to be performed. The city is not responsible for costs associated with the set-up of the hybrid or remote worksite including construction, renovations, heating/air conditioning, lighting, furniture, and/or electricity.

Employees should try to minimize distractions in their work area and be cognizant of how their environment appears during video meetings.

### **Availability and Responsiveness**

While working remotely, employees must be available and as responsive to phone calls, email, and/or instant messages (IM's) as they would be if they were on site.

Employees working remotely must contact their supervisor as soon as practicable if equipment, connectivity, local power failures, or other issues prevent them from working. Employees may be required to work on site or use leave as appropriate if they are unable to work remotely.

### **Computing Equipment, Office Supplies and Other Work Materials**

The City will provide employees working remotely with the appropriate technological equipment needed to perform the essential functions of their role. If access to city-based software or applications is necessary while working remotely, employees will work with IS to obtain applicable access.

Any City equipment and/or software used by an employee working remotely:

- Will remain the property of the city and must be returned upon request in the case of an extended leave of absence, upon separation of employment, or if the remote work arrangement ends.
- Is provided for use on city work assignments and may not be used by other household members or non-employees or duplicated except as formally authorized.

### **Work-Related Injuries**

The City is responsible for work-related injuries under Oregon's workers' compensation laws, but this liability is limited to injuries resulting directly from work and only if the injury occurs in the designated work area. The City is not responsible for injuries unrelated to such work activities that might occur in the defined off-site work location or elsewhere. Any claims will be handled according to the normal procedure for Workers' Compensation claims.

If an on-the-job injury does occur, the employee must report it to their supervisor or Human Resources as soon as practicable. Immediate access to the alternate worksite may be required by the City and/or agents of the city's workers' compensation carrier. The City assumes no liability for injury at the alternate site to any other person who would not be in the work area if the duties were being performed on site.

### **In-person Meetings**

Employees will not hold work-related in-person meetings at their remote work location unless approved by the employee's supervisor.

### **Liability**

The City is not liable for damages to the employee's personal or real property. The employee is liable for any injuries sustained by visitors to their home worksite, including family members.

The employee is also liable for the security of all property, equipment, and supplies, including those owned and/or provided by the City. Any loss, damage or theft to such property is the sole responsibility of the employee.

## **Additional Considerations**

### **Travel Expenses**

Travel between an employee's home and their work site is considered part of an employee's normal commute and is not reimbursed, even if the employee is scheduled to be working remotely on the day of the travel.

### **Dependent Care Considerations**

Hybrid work arrangements are not designed to be a replacement for appropriate dependent, childcare or eldercare. Employees with hybrid work arrangements are expected to focus on job performance and meeting the City's business needs while working remotely. Exceptions may be permitted in the event of quarantine, inclement weather, emergency, or an event which causes the closure of a dependent care facility.

### **Outside Employment**

Remote work is not intended to permit employees to have time to work at other jobs or run their own businesses.

### **Employee Tax Implications**

It is the responsibility of the employee to determine any potential income tax implications of maintaining a home office area. The City will not provide tax guidance, nor will the city assume any additional tax liabilities.

### **Failure to Comply**

Failure to comply with the Policy on Alternate Schedules and Hybrid Work Arrangements may result in the revocation of said alternate work schedules and/or hybrid work arrangement.