

FLEXIBLE WORK SCHEDULE

Policy Number:	HR-407
Effective Date:	Approved by the Eastern Washington State Historical Society (EWSHS) Board of Trustees on March 4, 2020.
Application:	Applies to all employees of the EWSHS .
History:	This replaces previous version HR Policy BP#132.

Purpose – To enhance employee satisfaction and productivity by allowing a flexible work schedule when it is consistent with fulfilling the work requirements of the employee and the mission of the EWSHS.

Definitions

Standard Working Hours: Standard hours are a total of 40 work hours per week, consisting of Monday to Friday, 8:30 am to 5:00 pm with a half hour for lunch.

Flexible-time work schedule - Any schedule of work hours approved by the supervisor or manager that is other than the standard working hours.

Policy Statement

The **EWSHS** supports flexible scheduling when this option is consistent with program needs. Adoption of flexible schedules must not diminish the agency's ability to meet its obligations or provide services to the public.

The legislature finds that flexible-time work schedules, which provide varying times for employees to arrive at and depart from work, tend to alleviate traffic congestion during peak rush hour periods and thereby reduce hazardous traffic conditions, provide more efficient use of highways and other transit facilities, and decrease fuel consumption. In addition, the legislature finds that flexible-time work schedules provide families the flexibility to provide for day care, spend more time with their families, improve employee morale and improve productivity. Therefore, due to the clear advantages to both agencies and employees, the legislature finds that flexible-time work schedules should be utilized by agencies to the maximum extent possible.

Any employee may request an alternate schedule. The immediate supervisor may approve or deny the request based on the work requirements of the position and unit, the provisions of WAC 357-28, and final authorization of the agency director. While a flexible work schedule can be beneficial to the agency and employees and will be given serious consideration when requested, it is not an employee entitlement.

Criteria for a flexible work schedule are as follows:

- The flexible work schedule will not negatively affect the ability of the employee or unit to provide services and carry out the agency mission.
- The flexible work schedule will not negatively affect customers or coworkers.
- The flexible work schedule provides appropriate break and lunch periods for overtime eligible employees.

- The flexible work schedule is consistent with WAC 357-28 and Fair Labor Standards Act (FLSA) requirements.
- The flexible work schedule serves to support a legitimate and valued need of the employee(s).
- The flexible work schedule supports effective department employee attraction, retention, morale, and productivity strategies.

All changes in work schedule must be submitted to the payroll office or human resource representative on the Work Schedule/Shift Change Notice form found on the Department of Enterprise Services (DES) website.

Supervisors may designate a standard working hours or flexible work schedule as a requirement for specific position(s) or assignment when this is necessary to carry out the work of the position(s). A supervisor who is designating or changing a schedule must consult with the DES HR Consultant to ensure notification requirements are met.

Expectations - Employees are expected to meet all their job responsibilities, including providing services to customers regardless of the schedule.

The supervisor is expected to ensure that all work responsibilities are being met. The supervisor may discontinue a flexible work schedule arrangement if job responsibilities are no longer being met or if changes occur and conflict with criteria for approving the schedule.

Employees who request a flexible work schedule and are denied may address their concerns to the Agency Director or their designee who will have the final decision.

Primary roles and responsibilities for requesting and approving Flexible Work Schedules within EWSHS.

Role	Responsibilities
Employee	Requests flexible schedule or schedule change in writing using the work schedule form.
Supervisor/ Manager	Reviews request, considering work needs, agency policy, WAC and FLSA requirements. Recommends request to the Director or denies request. Forward approved signed flexible work schedule change form to payroll office for processing.
DES HR Consultant	Answers questions from supervisor or employee regarding flexible schedules. Informs supervisor of any problems or need for changes.
Agency Director or Designee	Reviews recommendation and makes a final decision on the request.

WAC's and references that apply to this policy

WAC 357-28-225 (developing flexible work schedules)	WAC 357-28-230 (assign or reassignment to a flex schedule)
WAC 357-28-235 (employee request)	WAC 357-28-252 (changing an OT eligible employee's assigned hours)

RCW 41.04.390 (flexible-time work schedules)	Executive Order 01-03 (establishing a strong telework and flexible work hours program to help reduce traffic congestion and improve quality of life)
Fair Labor Standards Act (FLSA)	