

CITY OF FLAGSTAFF

City Employee Directives

2022-01

Title: FLEXIBLE WORK SCHEDULES

Effective: June 20, 2022

Revision: May 1, 2023

Contact: Human Resources

I. **Purpose:**

To assist with staff recruitment and retention providing staff with work and life balance. At the same time making a positive impact on the Climate Action Plan, while continuing to meet the City of Flagstaff's (CoF) business needs.

II. **Synopsis:**

Flexible work arrangements and Telework is available for some position classifications. Flexible work and Telework schedules will support professional and personal goals, provide coverage for individual division operations, and serve the CoF organization and community at no detriment to quality, productivity, and service level. Flexible work arrangements may also be provided to support accommodation requests pursuant to the Americans with Disabilities Act (ADA); such arrangements are not subject to the exception approval process outlined below.

Compressed Work Week

- Four 10-hour days (need not be consecutive)
- Four 9-hour and One 4-hour day per week
- 9-80 Schedule (non-classified and 7k (FLSA) employees only): This schedule consists of one week working four days at nine (9) hour days (36-hour week) and one week working five days at four (4) nine (9) hour days and one (1) eight (8) hour day (44-hour week) for a total of 80 hours in the two (2) week pay period.

Staggered Shifts

- This schedule will stagger two (2) or more employee shifts to make sure the work group has coverage during all hours of operation.

Telework

- Some employee work time is spent at a home or other virtual office not located in a CoF facility.

- Telework may be authorized up to two (2) days per work week. Based upon the role's requirements for in-person work, some roles may not have any telework days and others may only be afforded one (1) day per week.
- Requests for exception to routinely telework more than two (2) days per work week requires approval by the Supervisor, Section Head, and Division Director.
- Consideration for exceptions will be dependent upon the specific position responsibilities, will not be routinely granted, and will not compromise the consideration factors provided in section III. below.
- Consideration may include but is not limited to: industry standard for that type of position or unusual employment conditions.
- Employees will provide the regular virtual work location as part of the request process and will update their immediate supervisor promptly should the location change.
- Employees must maintain their principal residence within the State of Arizona at all times during employment.
 - Employee is solely responsible for all income tax liability for any day(s) worked outside of the State of Arizona.
- In roles where Telework is an option, newly hired employees will be provided flexibility for fulfilling any regular on-site work obligations and may be permitted to telework up to full-time for six (6) months from their date of hire.
- Telework arrangements will not be approved in lieu of paid time off requests (vacation, sick leave, extended bereavement, etc.) CoF time off programs are designed to provide staff with uninterrupted time away from work.
 - For example: Classified employees must be paid regular wages for all time that work is performed.
 - A supervisor may offer an employee the option to temporarily telework if the employee is exhibiting signs of becoming ill, yet still feels well enough to work.
 - The supervisor will clarify expectations in advance when approving an employee to work during an otherwise approved period of scheduled time off (such as a vacation).

III. Eligibility and Application:

Each business unit will establish core hours of operation.

Supervisors may establish and utilize flexible work arrangements for portions of or for their entire business unit, program, section, or division with approval of the Division Head.

Flexible Work arrangements shall be considered on a case-by-case basis and the final decision rests with the Supervisor, Section Head, Division Director and Human Resources. The CoF retains the discretion to deny a request for a flexible work arrangement for any reason; such denial shall not be discriminatory, arbitrary, or capricious.

The Supervisor, Section Head, and Division Director will evaluate the following factors when considering a flexible work arrangement request.

- Service to the customers will not be adversely affected based on core hours of operation.
- The employee will maintain or improve the quantity, quality, and timeliness of work.
- Proper supervision will continue to be maintained.
- Will not result in the need for additional staff.
- Will not generate overtime for the business unit or the division.
- Will not result in adverse impact on any other employee, program, section, or division.

IV. Telework Requirements

- Employee must conduct all in-person meetings whether with colleagues or other guests at a CoF facility or public location.
- The employee is required to follow all applicable CoF policies, procedures, and directives. The obligations, responsibilities, terms, and conditions of employment remain unchanged.

Virtual Office Physical Requirements

- Confidential work environment
- The work environment is sufficiently limited from personal distractions.
- If responsible for dependents during telework hours, the employee must ensure that quality and productivity is not adversely impacted, and that business is consistently conducted in a professional manner.
- A safe, well-lighted, ergonomic workspace (furnishings will not be provided or reimbursed by the CoF.) If an employee submits a safety/accident/worker's compensation report for an incident in their virtual office, the CoF retains the right to schedule a visit to the space during normal work hours to conduct a safety/risk assessment.
- Sufficient internet connectivity to be productive (such cost is not reimbursable by the CoF).
- Teleworking employees must be available to join all meetings by camera upon request.

Virtual Office Equipment and Supplies

- Duplicate equipment for a virtual and an on-site office will not be provided or reimbursed.

- Equipment that is generally shared such as printers and scanners will not be provided or reimbursed.
- All equipment (including personal equipment) utilized for CoF business may be subject to a public records request, subpoena, court or administrative order, or other investigation.
- Routine office supplies may be picked up from the business unit.
 - Home or alternate work site delivery of CoF procurements is not permitted.
- Employee is responsible for the safe return of all CoF-owned equipment and supplied upon request or separation from employment.

V. Procedure to Implement Directive:

Supervisor and employee will hold a collaborative conversation to establish the flexible work schedule and/or work location(s). The employee will expect variances in their work hours and/or location for meetings, events, and to ensure appropriate staffing. The supervisor and employee should discuss the flexible work arrangement on a regular basis, assessing its ongoing effectiveness and making any identified adjustments.

The employee will submit a Flexible Work Arrangement Request for consideration. Where a position is not previously identified for a flexible work arrangement and/or the employee is requesting to telework greater than 3 days per work week the employee will include a justification for such requests.

Approved flexible work arrangement agreements will remain in place until 1) either modified or terminated by notice of the CoF; or 2) a modification or termination is requested by the employee and approved. The CoF will endeavor to provide at least two (2) weeks' notice before a permanent change to the Flexible Work Agreement; for emergency or unforeseeable circumstances the CoF will provide as much notice as possible.

Flexible Work Agreements should be updated for any modifications.

Greg Clifton
City Manager