


**City of SeaTac
Policies and Procedures**

Policy Number:	PP 1.06
Policy Name:	Flexible and Alternate Work Schedules
Department(s):	Citywide
Effective Date:	January 1, 2023
Supersedes:	PP 1.06 Flexible and Alternate Work Schedules, 03/2017 Hours of Work and Schedules Memo 05/21/2014
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Approved by:	Carl Cole, City Manager
Signature:	

1.0 Purpose:

The purpose of this policy is to provide directions and guidelines for employees and Department Heads to establish and administer FAWS. FAWS must be renewed annually every January. This alternative work schedule is mutually agreed upon by the employee and supervisor and is neither a benefit nor an entitlement. Any schedule outside of the core hours established upon hire, require a FAWS agreement. In addition, it does not set a precedent nor change the terms and conditions of employment in any way.

The availability of FAWS does not alter the responsibility nor diminish the authority of Department Heads to establish and adjust work schedules.

2.0 Definitions:

Alternate Work Schedule: An alternative work schedule is a pre-scheduled, fixed, continuous schedule of hours/days that deviates from the regular City hours and/or the Department's regular core hours.

Core Hours: Core hours are determined by the Department Head as the hours during the workday the department's core service must be provided to other departments and the public. Core hours are discussed and established upon hire by the Department Head.

Flexible Work Schedule: A flexible work schedule allows employees flexibility in the daily start and end times of their schedule, provided the required number of workdays per week and hours worked are met.

Full Service: Providing the department's full range of services to customers and other departments.

Regular City Hours: Monday through Friday, 8:30 a.m. – 5:00 p.m.

3.0 Eligibility:

Regular full-time, part-time, and limited-term positions are eligible to submit a request for FAWS. The Department Heads will consider all FAWS requests submitted by employees on a case-by-case basis and shall evaluate requests based on the operational needs of the department. All FAWS must follow State and Federal wage and hour laws.

In order for employees to be eligible to request FAWS, they must have job duties that will not be interrupted or negatively impacted by the requested change in schedule.

- 3.1 **Positions:** FAWS is not appropriate for all employees or positions. No employee is entitled to or guaranteed the opportunity to have a FAWS.
- 3.2 **Performance:** Employees requesting a FAWS must have and sustain **satisfactory** performance and attendance to begin and continue a FAWS. Additionally, the employee must demonstrate the ability (trust, dependability, self-initiative, self-sufficiency) to work remotely and/or unsupervised if approved to work outside of regular City hours. The Supervisor may revoke the FAWS agreement at any time with or without cause.
- 3.3 **Operational Needs:** FAWS may not have an adverse impact on customer service, in-person coverage during core hours, or otherwise negatively affect City operations and the needs of the community.
- 3.4 **Variability:** Due to workload demands and/or emergencies, Supervisors may require employees on approved FAWS to come into the office outside of the employee’s FAWS schedule.

The *Alternate Work Schedules* available for staff are as follows:

4 Day / 9 Hour & 1 Day / 4 Hour*

M	T	W	T	F
9	9	9	9	4

M	T	W	T	F
9	9	9	9	4

9 Day / 80 Hour*

M	T	W	T	F
9	9	9	9	8

M	T	W	T	F
9	9	9	9	F

4 Day / 10 Hour*

M	T	W	T	F
F	10	10	10	10

M	T	W	T	F
F	10	10	10	10

Requests for alternate schedules not represented above must be clearly indicated and Finance consulted to make any necessary adjustments.

4.0 Procedure:

The employee must submit a request for a FAWS in writing to their immediate supervisor using the FAWS Request Form (exhibit A). The FAWS must be approved by the supervisor and Department Head or their designee.

In positions where the City will require a new-hire employee to work a FAWS, either permanently or temporarily, must be established prior to hire. Schedule changes required by the City must be reviewed and approved by the Department Head and Human Resources Director.

If approved, the FAWS Request Form must be signed by the employee, the immediate supervisor, the Department Head, the Human Resources Director, and the City Manager and the approved form must be submitted to Human Resources before the FAWS begins.

- 4.1 **Determining Eligibility:** Upon receipt of the FAWS Request Form, the employee's supervisor and Department Head or their designee, shall determine the employee's eligibility. When determining whether an employee is eligible for a FAWS, the following shall be considered:
 - Adverse effects to internal and external customer services and needs;
 - Staffing for full services during core department hours;
 - Staffing for minimum demands during regular City operations hours;
 - Employee must meet satisfactory performance standards;
 - Employee's demonstration of the ability (trust, dependability, self-initiative, self-sufficiency) to work unsupervised during work hours outside of regular City operations hours;
 - Employee must have a satisfactory attendance record.
- 4.2 **Annual Review:** All approved FAWS require an annual review and approval by the employee's immediate supervisor and the Department Head or their designee, every January.
- 4.3 **Vacation, Sick, Holiday and Other Leave Usage.** Leave taken during a FAWS will reflect the actual number of work hours scheduled for the workday(s). For example, if an employee is scheduled to work nine (9) hours and request to use vacation or sick leave for that day, nine (9) hours of leave will need to be recorded by the employee on the timesheet.
 - 4.3.1 **Holidays.** Holidays are paid at eight (8) hours per day.
 - a) If a holiday falls on an employee's scheduled nine (9) hour day, the employee shall receive eight (8) hours of holiday pay and use 1 hour of eligible leave.

- b) If a holiday falls on an employee's scheduled four (4) hour day, the employee will take four (4) hours of holiday pay and take four (4) hours of holiday pay on a scheduled workday, within the same week.
- c) If a holiday falls on an employee's scheduled flex day off, the employee will take the holiday on a scheduled workday within the same week.

- 4.4 **Termination of a FAWS:** In the event an approved FAWS is terminated by the City through no fault of the employee, and barring any unforeseen extenuating circumstances, the Department Head shall provide a 30-day notice of the FAWS termination, otherwise the change will be effective at the beginning of the next pay cycle or as defined by the Department Head or designee.

The City reserves the right to alter, amend, or revoke FAWS at any time, with or without reason. A written explanation is not required to revoke an employee's FAWS.

Collective Bargaining Agreement

Employees covered by a Collective Bargaining Agreement ("CBA") will be subject to the specific terms of the agreement applicable to Flexible and Alternative Work Schedules and are excluded from the provisions of this policy. In the event the CBA does not contain any provision relating to flexible and alternative work schedule policy or procedure, then the affected employees covered by same will be governed by this policy.