



Alternative Work Schedule

Administrative Regulation | Work Hours & Flexibility | #4.03

Effective Date: June 2, 2020
Revised Date: July 10, 2025
Supersedes: September 7, 2021

Note: Terms that are ***bolded and italicized*** the first time they appear in this regulation are defined below. After the first occurrence, defined terms appear in *italics only*.

Purpose

To support flexibility in work schedules while maintaining operational effectiveness and continuity of City services. This policy reflects the ***LiveWell*** pillars of Occupational, Emotional, and Physical Well-Being by offering adaptable work arrangements that support productivity, work-life balance, and employee satisfaction.

Scope

This regulation applies to all City employees. For represented employees, provisions of the applicable collective bargaining agreement (CBA) govern where requirements differ. Participation in an alternative work schedule is subject to operational feasibility and supervisor approval and is encouraged when it supports both employee well-being and business needs.

Policy

Departments may offer alternative work schedules, with department director approval and in consultation with Human Resources, when such arrangements support operational needs and promote employee well-being. Alternative schedules must maintain service excellence while recognizing that flexibility can improve retention, reduce burnout, and strengthen employee engagement. Available options may include:

- ***Compressed workweek***,
- ***Flextime***,
- ***Job sharing***,
- ***Reduced workweeks***, and
- ***Telework***.

Departments determine the availability of these options based on operational requirements. This policy does not apply to temporary schedule adjustments lasting less than two (2) weeks or to department-initiated changes related to seasonal, training, or operational needs. All alternative work schedules must comply with the Fair Labor Standards Act (FLSA), Oregon wage and hour laws, and applicable CBAs.

Procedure

1. Requesting an Alternative Schedule

- a. Employees must submit requests for an alternative work schedule in writing. Requests must demonstrate how the following criteria will be met:
 - (1) The schedule will maintain or enhance the employee's work performance.
 - (2) The schedule will sustain internal and external customer service levels.
 - (3) The schedule will maintain established personnel backup levels and a uniform distribution of work.
 - (4) The schedule will align with regularly scheduled or seasonal departmental needs, meetings, and group projects.
 - (5) The schedule may also support the employees' well-being, work-life integration, or long-term sustainability.
 - (6) Employees requesting alternative schedules as a reasonable accommodation must follow the City's [Disability Accommodation](#) administrative regulation.

2. Management Review

- a. Positions may be deemed ineligible for an alternative schedule if program requirements or job duties cannot be accommodated.
- b. Probationary employees may be considered for alternative schedules. Alternative schedules may support successful onboarding and retention by providing structure and flexibility during transition
- c. Approval decisions will be based on the employee's job performance, attendance, punctuality, disciplinary record, departmental needs, and operating requirements. Supervisors are encouraged to work collaboratively with employees to identify flexible arrangements that support both departmental and individual needs.
- d. The City will respond to requests in writing within fourteen (14) calendar days. If a request is denied, the response must include the reason for denial.
- e. All requests, along with the approval or denial decision, must be submitted to Human Resources for placement in the employee's personnel file.

3. Written Agreement

- a. Each agreement must specify how holiday pay will be applied to ensure it does not exceed eight (8) hours per holiday. For employees working a compressed workweek, any additional scheduled hours beyond eight (8) must be covered by leave or adjusted scheduling.
- b. Non-exempt employees working an alternative schedule must not be scheduled for more than forty (40) hours in a work week without incurring overtime.

- c. Agreements must be reviewed at least annually, or sooner if operational needs change.

4. Termination or Modification of an Alternative Work Schedule

- a. The City may require an employee to return to a standard work schedule at any time based on business needs or work-related reasons, including employee performance.
- b. When possible, employees will be provided with adequate notice and an opportunity to provide input or propose adjustments.
- c. Management may temporarily revert an alternative schedule to a standard or special schedule to accommodate training, conferences, special events, or staffing coverage.
- d. Alternative work schedules may only be modified or terminated through a new written agreement. Changes should generally be communicated at least fourteen (14) days in advance, unless otherwise mutually agreed. Open and respectful discussion is encouraged to preserve trust and balance.

Definitions

Term:	Definition
<i>Compressed Work Week:</i>	A full-time schedule worked in fewer, longer days (e.g., four 10-hour days per week).
<i>Flexible Time (Flextime):</i>	A schedule that allows varying arrival and departure times while meeting business needs. Flextime requires coverage during designated “core hours” (e.g., 9:00 a.m. to 3:00 p.m.) and must total forty (40) hours per week for full-time employees.
<i>Job Sharing:</i>	An arrangement where two part-time employees share the responsibilities and hours of a single full-time position. These arrangements require approval by the department and Human Resources due to potential impacts on Full-Time Equivalent (FTE) status, benefits, and Public Employee Retirement System (PERS) contributions.
<i>LiveWell:</i>	The City’s employee wellness program, designed to support success through initiatives promoting Occupational, Physical, Emotional, Financial, and Community Well-Being. Flexible work options under this policy contribute directly to Occupational and Emotional Well-Being.
<i>Reduced Work Week:</i>	A schedule where an employee works fewer than forty (40) hours per week for a period determined appropriate based on business needs. These arrangements require approval by the department and Human Resources due to potential impacts on FTE, benefits, accruals, and PERS contributions.

Related Resources

Administrative Regulations:

- [Disability Accommodation](#)
- [Grievance: Non-Union](#)
- [Telework](#)