



Alternative Work Schedule

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| Policy# | 4.5 |
| Effective: | 06/02/2020 |
| Revised: | 07/10/2025 |
| Owner: | Human Resources |

Note: Terms in **bold** and *italics* throughout this policy are defined below.

PURPOSE:

To support flexibility in work schedules while maintaining operational effectiveness and continuity of City services. This policy reflects the **LiveWell** Springfield 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 employees. Participation in an alternative work schedule is subject to operational feasibility and supervisor approval but is encouraged where it supports both employee well-being and business needs.

POLICY:

Departments may offer alternative work schedules (with approval from the department director and in consultation with Human Resources) when such arrangements support departmental needs and promote employee well-being. These arrangements should maintain service excellence while recognizing that flexibility can improve retention, reduce burnout, and enhance employee engagement. Options include **compressed work weeks**, **flextime**, **job sharing**, **reduced work weeks**, and telework. Departments determine the availability of these options based on operational requirements.

This policy does not apply to temporary schedule adjustments (less than two weeks) or department-initiated changes related to seasonal, training, or operational shifts.

PROCEDURE:

1. Requesting an Alternative Schedule

- 1.1. An employee must submit a request for an alternative schedule in writing. The employee's request must show how the following criteria will be met:
 - 1.1.1. The alternative schedule will maintain or enhance the employee's work performance.

- 1.1.2. The alternative schedule will sustain internal and external customer service levels.
- 1.1.3. The alternative schedule will maintain established personnel backup levels and a uniform level of work distribution.
- 1.1.4. The alternative schedule will conform to regularly scheduled or seasonal departmental needs, meetings, and group projects.
- 1.1.5. The employee may also describe how the requested schedule will support their well-being, work-life integration, or long-term sustainability.

2. Management Review

- 2.1. The City shall respond in writing within fourteen (14) calendar days. If the request is denied, the response must include the reason for denial.
- 2.2. Approval of alternative work schedules for individual employees will be based upon consideration of the employee's job performance, operating requirements, needs of the department, the employees' attendance and punctuality, and any disciplinary issues.
 - 2.2.1. Supervisors are encouraged to work collaboratively with employees to identify flexible arrangements that benefit both the department and the individual.
- 2.3. A position may not be eligible for an alternative work schedule due to program needs, or the job duties assigned to the position.
- 2.4. Probationary employees may be eligible for alternative work schedules.
 - 2.4.1. Alternative schedules can support successful onboarding and retention by offering new employees' structure and support during their transition.
- 2.5. All requests, including management approval or denial, must be sent to Human Resources and will be placed in the employee's personnel file.

3. Written Agreements

- 3.1. Each agreement must specify how holiday pay will be handled to ensure it does not exceed the standard eight (8) hours per holiday.
- 3.2. Non-exempt employees working an alternative schedule may not be scheduled to work more than forty (40) hours in any week without incurring overtime.

4. Termination or Modification of an Alternative Work Schedule

- 4.1. The City may require the employee to return to the standard work schedule at any time as the needs of the business require or for other work-related reasons, including employee performance.
 - 4.1.1. When possible, employees should be given adequate notice and the opportunity to provide input or propose adjustments.
- 4.2. Management reserves the right to temporarily revert the schedule to a normal work week or to a special **flexible schedule** to accommodate training, attendance at conferences, other special events, or staff coverage needs.
- 4.3. 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. The City encourages open, respectful discussion when changes are needed to preserve trust and balance.

DEFINITIONS:

1. **“Compressed Work Week”** is when an employee works full time in non-standard days/hours (e.g., 4/10's).
2. **“Flexible Time”** is when an employee has varying arrival and departure times. Flexible working hours must meet business needs, including "core" working hours when the employee is at work (e.g. 9:00 am - 3:00 pm). Flexible work schedules must equal forty (40) hours per week for a full-time employee.
3. **“Job Sharing”** is when two part-time employees divide the responsibility and hours of a full-time job. Note: These arrangements require department and Human Resources approval due to potential impacts on FTE, benefits, and PERS contributions.
4. **“LiveWell”** is the City’s employee wellness program, which supports employee 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.
5. **“Reduced Work Week”** is when an employee works less than full time for a period as determined appropriate for business needs. Note: Public Employee Retirement System (PERS) contributions, accruals, and other employee benefits may be impacted due to reduced hours. These arrangements require department and Human Resources approval due to potential impacts on FTE, benefits, and PERS contributions.

RESOURCES:

Administrative Regulation:

1. [Disability Accommodation](#)
2. [Grievance: Non-Union](#)
3. [Telework](#)