



Flexible Work Arrangement Policy

General Policy:

The City of Spearfish is committed to helping employees face the demands of juggling work, family, and personal obligations by offering flexible work arrangements. These arrangements provide employees with increased flexibility with their work schedule while allowing the City to maintain a progressive and productive work environment. The purpose of this policy is to establish guidelines and criteria for flexible work schedules, required documentation, and protocols to ensure the stability and continuity of City services.

This policy is subject to review and revision based on City needs and applicable federal and state laws.

There are two general types of flexible work arrangements available to employees.

- **Compressed schedule** – a schedule with a reduction in the number of workdays within the standard workweek.
- **Flexible schedule** – a schedule with variations in starting and departure times that are outside of the standard shift.

For non-exempt employees, the total number of hours worked in a workweek are not altered. Exempt employees may alter hours in a workweek as long as 80 hours are worked within the pay period.

The department director is responsible for deciding which positions and employees are eligible for flexible work arrangements. These decisions are made on a case-by-case basis taking into consideration the needs of the department and the City, and an evaluation of the likelihood of the employee succeeding in a flexible work arrangement. Flexible work arrangements are a voluntary work alternative for some employees and some positions but are not practical for all employees and all positions. No City employee is entitled to or guaranteed the opportunity to participate in a flexible work arrangement. The nature of the employee's core duties and responsibilities must be conducive to a flexible work arrangement without causing significant disruption to performance or service delivery. In order for a flexible work schedule to be approved, the employee must have a satisfactory attendance record, meet all performance expectations in their current role and consistently demonstrate the ability to complete tasks and assignments on a timely basis.

The City reserves the right to modify or change the conditions of employment for any position and any flexible work arrangements associated with a position.

All flexible work arrangements must comply with applicable federal and state laws and all City policies and procedures. This policy is separate from requests for alternative work arrangements as a disability accommodation with the Americans with Disabilities Act. Requests for accommodations due to a disability shall be submitted to Human Resources in accordance with the existing policy.

Flexible work arrangements may affect paid holidays. Holiday hours are eight hours for full-time benefit eligible employees and 4 hours for part-time benefit-eligible employees. If a holiday falls on a day the



non-exempt employee is scheduled to work the employee may add the holiday hours to their compensatory bank or receive payment for those hours. Exempt employees may take an alternate day off in lieu of the holiday if within the same pay period or use administrative leave when taking the holiday at a later time. If a holiday falls on a day the employee is scheduled to work more hours than the value of the holiday hours, the employee will be required to use either their PTO or vacation leave to make up the difference in accordance with existing policy.

Process:

Employees may request a flexible work arrangement by submitting a Flexible Work Arrangement Request form to their department director. Employees who are unsure of whether their position is eligible for a flexible work arrangement are encouraged to discuss their proposed arrangement with their department director.

Directors will review flexible work arrangements requests, considering the specific job responsibilities, department specific needs and priorities, and City goals and objectives. All approved flexible work arrangements must be documented by a Flexible Work Arrangement Request form signed and approved by the employee and director. The agreement will define: the work schedule that specifies workdays and times; the duration of the arrangement; and how the arrangement may be terminated. The agreement will state the arrangement is subject to revision based on department work requirements and the arrangement working effectively for both the employee and the City. An employee wishing to change or cancel an alternative work arrangement must obtain written approval from his or her department director.

Upon approval of a flexible work schedule, a trial period will apply to assess the impact and effectiveness of the arrangement. After successful completion of the trial period, the work arrangement will be reviewed at least annually thereafter to ensure continued success. The arrangement may be canceled for any reason by the department director or the city administrator.



Flexible Work Arrangement Request

Date of Request: _____

Employee Name: _____

Department: _____

Exempt Status Non-Exempt Status

Initial Request: Yes No

If modification of request, list date of original request:

Instructions

1. Specific details of arrangement may be attached to this document.
2. The Department Director must file this agreement with the Human Resources Department.
3. The Department Director must schedule an agreement review with the employee to evaluate effectiveness of agreement and make modifications where necessary.

Arrangement (check all that apply):

Flexible Schedule Compressed Schedule

	Current Standard Work Hours	Requested Flexible Work Hours
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

Duration of Arrangement: Enter the begin and end dates for your Flexible Work Arrangement Request.

Begin Date: _____ End Date: _____

Employee Policy and Procedure Acknowledgement:

I have read and fully understand my responsibilities under the Flexible Work Arrangements policy and procedures and agree to the duties, obligations, and responsibilities of the Policy, as it may be revised, amended, or modified based on operational needs. I understand and agree that this Flexible Work Arrangement request may be modified or terminated at any time at the sole discretion of the City of Spearfish due to changed circumstances or other City purposes.

Employee Name (printed)

Department Director Name (printed)

Employee Name (signed)

Date

Department Director Name (signed)

Date