

## ALTERNATIVE WORK SCHEDULE OFFICE of COURT ADMINISTRATION

OCA is committed to helping employees face the demands of juggling work, family and life-related issues by offering flexible work arrangements. These arrangements provide employees with increased flexibility with their work schedule while allowing OCA to maintain a progressive and productive work environment. Alternative work scheduling is an opportunity to maintain employee productivity through various forms of creative work scheduling.

OCA employees will be considered for alternative work scheduling on a case-by-case basis in situations where creative work schedules have been shown to accomplish both work and personal goals, to provide coverage for department operations and to serve OCA with increased productivity at no expense to quality output.

Alternative work schedules include part-time, flextime, compressed workweeks, and teleworking.

### **Standard Workweek**

OCA's business hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. It is the responsibility of the division director to coordinate any alternative work schedules to ensure business functions are covered during these times.

### **Eligibility**

Flexible work arrangements are not appropriate for all employees or positions and are not an entitlement. The following conditions must be met for a flexible work schedule to be approved:

- The employee must have a satisfactory attendance record;
- The employee must meet all performance expectations in his or her current role;
- The employee must consistently demonstrate the ability to complete tasks and assignments on a timely basis.
- The nature of the employee's work and responsibilities must be conducive to a flexible work arrangement without causing significant disruption to performance and/or service delivery.

### **The Fair Labor Standards Act (FLSA)**

The FLSA does not address [flexible work schedules](#). Flex schedules are arrangements between the employer and the employee.

**Breaks & Lunch** -- In accordance with the [FLSA Fact Sheet](#):

- Breaks of 20 minutes or less are considered work time.
- Bona fide meal periods (30 minutes or more) are NOT considered work time.

*OCA requires employees to take a minimum 30-minute lunch break. Lunch breaks may not be taken at the end of the day to leave early except as approved by the employee's supervisor on a case by case basis.*

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## **Options:**

**Flextime** is when an employee works eight hours per workday, but is allowed flexibility in the employee's starting and ending times. Some employees, due to family or personal obligations or preferences, work very early in the morning and leave earlier in the afternoon. Other flextime employees may prefer or need to start later in the day and work into the evening.

Flextime options include start and end times between the hours of 6am and 7pm Monday through Friday with a minimum 30-minute lunch break.

**A compressed workweek** is when an employee works longer hours per day to reduce the workweek to fewer than five days. The most common compressed workweek schedules are:

- 4/10 schedule (four 10-hour days/wk with one day off/wk)
- 4/9 + 4 (four 9-hour days/wk + one 4-hour day/wk)

**Teleworking** is when an employee's schedule includes one or more days working off-site (such as from home). The Teleworking Policy may be found on the OCA website. Please note that teleworking arrangements require an approved Telework Agreement prior to implementation.

## **Weeks in Which Holidays Occur**

During weeks in which a holiday falls, employees who work a compressed workweek must revert to working 8 hours/day for 5 days.

## **Procedure**

The employee's supervisor and division director are responsible for determining if the options are workable within the department. To determine whether an employee's request for an individual alternative work schedule is appropriate, the supervisor and division director must assess the impact and the outcome in terms of production, quality and absenteeism, and determine if one or a combination of the above arrangements is in the best interest of the department, the OCA and the employee.

Alternative work schedules must be approved on the Telework/Alternative Work Schedule Approval Form.