

**CITY OF CHESAPEAKE, VIRGINIA**

**ADMINISTRATIVE REGULATION**

**NUMBER: 2.55**

**EFFECTIVE DATE: 10/01/16**

**SUPERSEDES: 07/19/10**

**RESPONSIBLE DEPARTMENT: HUMAN RESOURCES**

**SUBJECT: ALTERNATE WORK ARRANGEMENTS**

**I. PURPOSE**

This Administrative Regulation is intended to facilitate the creation of alternate work arrangements that support work/life balance and maintain excellent customer service. Enhanced work/life balance leads to employee retention, increased productivity, and improved efficiency and effectiveness. The City will actively support alternate work arrangements when it is reasonable and practical to do so and when operational needs and customer service will not be adversely affected. An alternate work arrangement may be requested on a voluntary basis by the employee or may be mandated by the department head based on operational needs.

**II. APPLICABILITY**

This Administrative Regulation applies to City employees working in departments under the direction of the City Manager.

**III. DEFINITIONS**

- A. **Alternate Schedule** – An employee starts or ends work at times outside the department/division’s normal service hours.
- B. **Compressed Work Week** – An employee increases the number of hours worked per day to permit fewer work days per week.
- C. **Job Sharing** – Two or more employees voluntarily share the duties and responsibilities of one full-time equivalent position on an hourly, daily, or weekly basis with the salary and leave benefits allocated on a prorated basis, as appropriate. The classification of each job sharer must be the same and they must perform the same scope and level of work with the same consequence of error.
- D. **Normal Service Hours** – The normal service hours of the City where customers can conduct City business are 8:00 a.m. to 5:00 p.m., Monday through Friday; however, departments may set hours outside of the normal service hours based on operational need.

- E. **Telework** – An employee works from a home office or alternate location on an occasional or routine basis.

#### IV. GUIDELINES FOR ALTERNATE WORK ARRANGEMENTS

- A. The Department of Human Resources' *Guidelines for Alternate Work Arrangements* provide guidance to both employees and supervisors on requesting and assessing requests for alternate work arrangements and outlines various considerations for each type of arrangement.
- B. The supervisor must thoroughly evaluate each request in accordance with established guidelines and operational needs in determining whether to recommend approval to the department head or his/her designee. Alternate work arrangements are not appropriate for all positions or employees.
- C. Generally, an employee must be employed with the City for at least six (6) months before he/she will be eligible to telework. Exceptions may be approved at the discretion of the department/agency head.
- D. An employee initially requesting an alternate work arrangement must have received at least a "solid performance" rating on his/her most recent performance evaluation.
- E. Alternate work arrangement requests are approved at the discretion of the department/agency head or his/her designee.

#### V. GENERAL PROVISIONS

- A. **Alternate Schedule and Compressed Work Week**
  - 1. A full-time employee may work a different shift than is typical for that position. A department may require employees work specific hours on specific days. For example, a department may require an employee's alternate work schedule to begin/end two hours before and/or after the department/division's normal service hours.
  - 2. A full-time employee must regularly take a lunch break of at least 30 minutes.
  - 3. An employee working an alternate schedule or compressed work week may be required to alter his/her schedule to meet operational needs (e.g. attend meetings or training sessions, provide coverage during staffing shortages).
- B. **Job Sharing**
  - 1. New and replacement positions identified for job sharing may be advertised accordingly.

2. The number and arrangement of hours worked in a shared position will be determined by the supervisor who may consult the job sharers.
3. The distribution of the duties and responsibilities of a shared position will be determined by the supervisor, in consultation with the job sharers, and considering the needs of the organization/department/division and any particular skills or interests possessed by the sharers.
4. Job sharers are typically classified as regular, part-time employees.
5. Job share arrangements must be consistent with budget and position management. Job sharing arrangements require advance approval by the Directors of Budget and Human Resources.
6. Employees working in a job share arrangement may be required to alter their schedules on occasion to meet operational needs (e.g. attend meetings or training sessions, provide coverage during staffing shortages).

#### C. Telework

1. A teleworker is typically responsible for all costs associated with an alternate work place (e.g. home office) to include, but not be limited to, utilities, insurance, phone and internet communication lines. In some situations, the City may absorb some costs associated with an alternate workplace. For example, if a position is established as position that will telework 100% of the time and will not have office space in any City facility, the City may pay a telephone stipend or provide a telephone for use at the alternate worksite. Such an incumbent may only be required to come to City facilities for training, meetings, etc.
2. A teleworker should be accessible via telephone, within reason, during the agreed-upon work hours. A teleworker must notify his/her supervisor if leaving the telework location, as would be the expectation when leaving the traditional office during the workday.
3. A teleworker must stay current on department and work group events and facilitate communication with customers and co-workers who may be affected by the employee's telework arrangement.
4. A teleworker may be required to alter his/her schedule and location on occasion to meet operational needs (e.g. to attend meetings or training sessions, provide coverage during staffing shortages).
5. If primary telephonic communication is through a cell phone or a hands free device, the employee should only answer when it is safe to do so. The voicemail on an

employee's cell phone and/or land line must meet the same requirements as a City office voicemail.

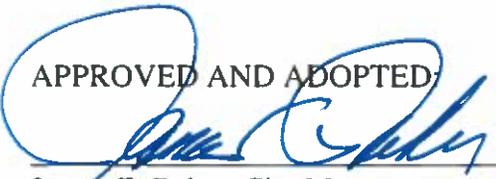
**VI. STATEMENT OF AUTHORITY**

This administrative regulation is not legally required. Alternate work arrangements are a privilege, not a benefit or employee entitlement. The City maintains the authority to determine if an alternate work arrangement is suitable for a position and/or specific employee and retains the right to discontinue an arrangement at any time for any reason.

APPROVED AS TO FORM AND CONTENT:

  
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Dana E. Sanford, Deputy City Attorney

9.21.2016  
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Date

APPROVED AND ADOPTED  
  
\_\_\_\_\_  
James E. Baker, City Manager

10/20/16  
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Date