Everybody's Working for the Weekend!

Alternative Work Schedule

Alternative Work Schedules

This session is really about breaking the mold from the traditional 9-5 and creating a better work life balance for you & your staff.

Alternative Work Schedules

This is more like it….

Alternative Work Schedules

Types of Flexible Work Schedules

- 9/80
- 4/10
- Personalized schedule
- Telecommuting/Teleworking
- Flex space for people working from home to use when in the office

Alternative Work Schedules

- Alternative work arrangements such as flexible work schedules or compressed work weeks are a matter of agreement between the employer and the employee and <u>allow for a varied distribution of normal work hours</u>.

- It <u>does not change the number of hours worked</u>, but simply allows each individual the flexibility to rearrange their work schedule to better meet their personal needs while considering the needs of the office.

Alternative Work Schedules

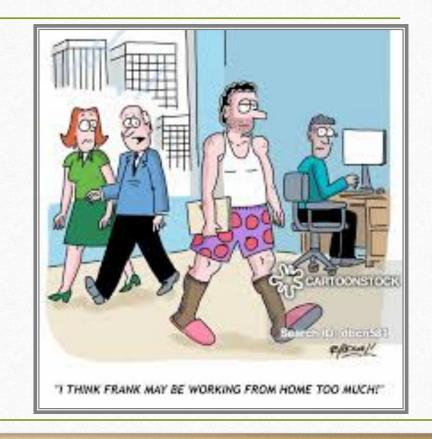What does the data say about flexibility in working arrangements ?

- Reduces Stress

- Less negative "spillover" between work and personal life

- Improved overall well-being

Sources: Sloan Center on Aging & Work at Boston College

Alternative Work Schedules

What about Telecommuting/Teleworking?

- Increase in productivity
- Reduces traffic congestion and carbon emissions
- Reduces attrition
- Reduces unscheduled absences
- Saves employers money

Source: Global Workplace Analytics

"I THINK FRANK MAY BE WORKING FROM HOME TOO MUCH!"

City of Bothell

- Current Status
  - Telecommuting Policy
  - Flex schedules based on Director discretion – no policy
- Moving forward
  - Discussions on options, opportunities, challenges, and customer service
- Previous experiences using AWS
- Balancing local government structure with need to attract and retain talent

- Most City employees are on an alternative schedule:

  - Offices are open from 8:30 AM – 4:30 PM, Monday – Thursday; closed for lunch from Noon to 1:00 PM and from 8:30 AM – Noon on Friday. Employees typically work 7:30 AM – 5:30 PM with some variations to ensure adequate staffing.

  - New City Hall consolidated departments – providing opportunities to explore expanded hours.

- Other alternative schedules based on Director discretion – no policy.

- Flex schedule form required for Non-Exempt employees to ensure compliance with FLSA.

- Explore implementation of policy, especially concerning Non-Exempt employees.

- Utilize flexible schedules as a recruiting tool as appropriate. Potential benefits to employee includes:

  - Reduced commuting time and gas expenses

  - Reduced child care costs

  - Work/life balance – flexibility to better meet family & personal needs

- Studies show the majority of millennials want mobility, independence, and flexibility in work hours. Employers need to keep this in mind as we evaluate employee schedules.

- The ability to work a flexible or alternative schedule is one of the most frequently encountered questions heard from potential employees in recent years.

Our Arrangement

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- **No Office**
- **Day 1: Laptop & Cell Phone**
- **Training & Go**
- **Weekly Team Calls**

- **"Team Days" Every 2-3 Months**
- **Ad Hoc "Huddle Days"**
- **Onsite Client Visits**

Lessons Learned

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- **Creating Culture is Harder**
- **Level Playing Field for Everyone**
- **Solid Internet Matters**
- **Good Tech Matters**
- **Good Hardware Matters**
- **Social Media Bridges Gaps**

- **Process Standardization is Critical**
- **Talent Acquisition/Retention Selling Point**
- **Industry Events/Conferences are Imperative**
- **Not Everyone is Meant to be Virtual**
- **It CAN Work!**

- Flexible start/stop times may be assigned depending on need and to ensure adequate staffing.

- Flex Schedules:

  - 4/10 – Majority

  - 9/80

  - Or other options with supervisor and CM approval.

- Each department is asked to have at least one person working on Friday's that can respond to issues that may arise that day.

Teleworking

- Developing a Telework policy now:

  - <u>At City's Request</u>: request an employee to telework due to reasons including, but not limited to, workspace constraints. When possible, the City will seek for the teleworking arrangement to be by mutual agreement.

  - <u>At Employee's Request</u>: Determination based on many factors, including needs of department, past work performance, in-office adequate staffing, and assigned tasks.

Alternative Work Schedules

- Disadvantages/Potential Issues:
  - Management/Council mistrust
  - Unsuitable for some positions – can create co-worker jealousy
  - IT infrastructure – will need to support work from home
  - Collaboration concerns
  - Accountability issues
  - Liability and security concerns
  - Hourly vs. Exempt
  - FLSA issues

Alternative Work Schedules

Could AWS benefit your jurisdiction?

If so, why?

If not, why?