CPCS Alternative Work Schedule Guidelines

Policy:
The Committee supports flexible work schedules that benefit both employees and the Agency. These arrangements can improve work-life balance, boost morale, and help us retain staff. Arrangements must align with operational needs and may be discontinued if performance standards are not met. Approved schedules are subject to a three-month trial period.

Eligibility:
Full-time and part-time employees are eligible, except those required onsite during standard hours. Arrangements must be appropriate for the position.

Types of Schedules:

- **Part-Time:** Fewer than 35 hours per week, no more than 7 hours per day. May be temporary or permanent. Permanent changes require approval from the Chief of Operations in consultation with Human Resources.
- **Flextime:** Variable start and end times between 7:00 a.m. and 6:00 p.m., as long as required hours are met. Examples: 8:30–4:30, or split shifts like 8:30–12:30 and 4–7.
- **Compressed Workweek:** Longer daily hours over fewer days (e.g., 7.5 hours/day for 4 days).

Approval Process:
Employees must submit a Flexible Work Arrangement Request Form to their manager. Managers review requests based on operational needs, job duties, impact on others, practicality, benefits, available space, IT resources, and meeting schedules. HR consultation is required before denial.

Duration and Revocation:
Initial approval is for three months, followed by reviews every six months or as needed. Alternative work schedule arrangements may be revoked or modified at any time, ideally with thirty days' notice. Employees may reapply after three months if circumstances change.

Benefits:
Part-time employees receive pro-rata leave benefits. Employees working at least 18.75 hours per week are eligible for insurance. Part-time work affects retirement credits; contact HR for details.

The provisions concerning alternative work schedules provision can be found at Section 1.8 of the CPCS Personnel Policy Manual.