

## **Number 11.0 - EMPLOYEE WORKWEEK/LOCATION/SHIFT**

Effective Date: March 1, 1996

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Applicable To: All classified employees, as well as exempt, and temporary, with the Executive Branch of the State of Vermont.

Issued By: Department of Personnel

Approved By: Kathleen C. Hoyt, Secretary of Administration

### **PURPOSE AND POLICY STATEMENT**

To ensure access to State services by the public, as well as to facilitate teamwork and supervisory assistance, uniform hours of work will be established for State employees. However, to accommodate employees' needs, the appointing authority may approve alternative work schedules that may include job-sharing, four-day workweeks, alternative schedules with core time, and flex-time schedules.

The Employee Workweek/Work Location/Work Shift Article of the current Agreements between the State of Vermont and the Vermont State Employees' Association, Inc. (VSEA), must be adhered to when modifying work schedules.

### **WORK DAY**

The standard State work day begins at 7:45 a.m. and ends at 4:30 p.m. and includes a forty-five (45) minute lunch period. Most employees are required to take at least a thirty (30) minute lunch period (correctional officers and fire fighters are among the exceptions). The standard work day ensures that State offices are open and accessible to the public during these hours, including the noon hour. Lunch periods should be scheduled to ensure continuous staffing of all offices with at least one person available on duty to provide services to the public.

State operations that require twenty-four (24) hour coverage (such as the Department of Public Safety, the Vermont State Hospital, and correctional facilities), highway maintenance facilities, and other non-standard activities shall not necessarily be required to open to the public nor to maintain the public hours specified above. The standard work day for these institutions and facilities will be determined by the respective appointing authority.

### **WORKWEEK/WORK SHIFT**

An appointing authority must follow the procedures set forth in the appropriate collective bargaining unit agreement prior to imposing a change in workweek upon an employee. Any department or institution must notify the Employee Relations Division of the Department of Personnel (which will notify the VSEA), prior to the establishment of a new shift or workweek that is different from any existing one. It may be necessary to negotiate the impact of this decision with the VSEA, which may request a meeting with management to do so.

An employee may request a temporary change in his/her daily or weekly work schedule and/or shift. This change must be approved by the appointing authority and changed as long as the employee is not scheduled to regularly work in excess of 40 hours per workweek (if covered by FLSA) or 80 hours in a two work week period (if not covered by FLSA). In those instances, the employee shall not be eligible for overtime compensation unless required to work in excess of the applicable 40 hours per work week, or, if applicable, 80 hours per two work week period.

## **ALTERNATE WORK SCHEDULES**

It is important to note that it is management's prerogative to determine if alternate work schedules fit with the operating needs of the agency/department. It is the supervisor's prerogative to change an employee's alternate work schedule if the supervisor feels that the schedule is not working well.

In response to an employee request, and subject to the operating needs of an agency or department, an appointing authority may, after consultation with the VSEA, establish alternate work schedules. The starting and quitting times, as well as length of meal breaks for individual employees may vary from pre-established standard work schedules in an alternate work schedule. Alternate work schedules allow an employee to work more or less than eight (8) hours in a day, or less than five (5) days in a week (i.e., working 10 hours a day, 4 days a week). However, alternate work schedules must require employees work forty (40) hours each week.

Agencies/departments may establish core hours that each of their employees must work daily, and may determine the length of an employee's lunch break. All newly established alternate work schedules shall be with the mutual agreement of management and the employee, and subject to the concurrence of the VSEA and the Department of Personnel. Prior to implementation, agencies/departments should develop alternate work schedule policy and submit the same to the Employee. Approved policies should be distributed to all agency/department employees.

Once an alternate work schedule has been approved for an employee, the Department of Personnel will assign a new overtime code to the employee. The agency/department personnel officer must then process a personnel action reflecting the overtime code change. See Sample Alternate Work Schedule in Appendix A.

## **FLEX-TIME**

Depending upon the needs of the work unit and with approval of the supervisor and the appointing authority, flex-time schedules can be arranged. A flex-time schedule is the replacement of fixed arrival and departure times by a schedule of working hours that is chosen by an employee within the parameters developed for his or her work unit.

Flex-time may include the option of working a longer tour of duty on one day to offset a shorter tour of duty on another day in the same work week without receiving overtime for the extended day or being penalized for the shorter day.

In a true flex-time schedule, employees work all core hours and have much latitude for the time they work during the flexible hours. Very few State employees work flex-time schedules. See Sample Flex-time Schedule in Appendix A.

Participation in a flex-time schedule is voluntary and generally initiated by the employee. Employees who fail to adhere to program requirements may be excluded from participation by their supervisors and be required to work standard office hours.

The primary difference between flex-time arrangements and an alternate schedule is the requirement to work certain core hours 5 days per week with considerable latitude for the remaining 4 hours rather than a fixed, alternative schedule.

## **WORK LOCATION**

Each employee will be assigned an official work location. The provisions of the appropriate bargaining unit agreement, including notice provisions, must be adhered to if it is necessary to temporarily assign an employee to a different work location or geographic area, or to move a position to a different geographic area.

Signed By Kathleen C. Hoyt, October 25, 1999

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Approved, Secretary of Administration

## **Appendix A – Sample Work Schedules**

### **Normal Schedule:**

7:45 a.m. to 4:30 p.m., Monday - Friday, 45 minute lunch

(Employee works 5, 8-hour days in a week with the same start and end times.)

### **Alternate Schedule:**

7:00 a.m. to 3:45 p.m., Monday - Thursday, 45 minute lunch

8:00 a.m. to 4:45 p.m., Friday, 45 minute lunch

(Employee works 5, 8-hour days in a week with varied start and end times.)

**Alternate Schedule:**

6:30 a.m. to 5:00 p.m., Monday - Thursday, 30 minute lunch

(Employee works 4, 10-hour days in a week with the same start and end times.)

**Flex Schedule:**

6:30 a.m. to 9:00 a.m. flexible hours

9:00 a.m. to 11:00 a.m. core hours

11:00 a.m. to 1:00 p.m. flexible hours

1:00 p.m. to 3:00 p.m. core hours

3:00 p.m. to 7:00 p.m. flexible hours

(Employee works 5, 8-hour days in a week. Employee must work 4 hours during the core time. The remaining 4 hours are worked when the employee wants. Lunch may be as little as 30 minutes, or as long as 2 hours. Start and end times may vary daily.)