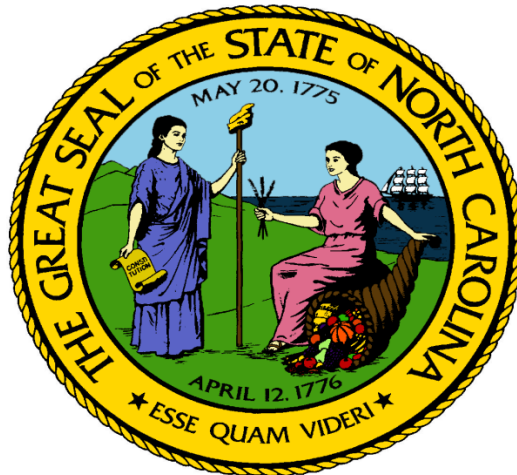


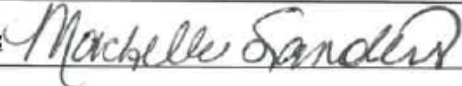
NORTH CAROLINA DEPARTMENT OF ADMINISTRATION

POLICIES AND PROCEDURES

HUMAN RESOURCE MANAGEMENT



STATE OF NORTH CAROLINA	SUBJECT:	
DEPARTMENT OF ADMINISTRATION	Variable Work Schedule Program	
INTERNAL POLICY		NO. GA - 006

Approved by the Secretary of Department of Administration:	Machelle Sanders
Approval Date: 5/21/19	
Effective Date: 6/01/19	Signature: 
Revision Date: 5/02/19	

Introduction:

Variable work scheduling options are increasing in popularity as more State Agencies are allowing variable work schedules for a better work-life balance for employees. Additional benefits include energy efficiencies, increased productivity, reduction in commuting traffic, reduced tardiness and higher overall employee morale. Offering variable work schedules will enable the Department to be more competitive in attracting and retaining talented and skilled employees.

This policy applies to all employees of the Department of Administration and sets forth the rules and expectations for performing work related tasks while working the variable schedule.

This policy is in addition to and in accordance with of the *State Human Resources Manual, Employment and Records, Section 3, Page 43* and does not supersede any State Human Resources policies.

Purpose:

The policy establishes a uniform process for the implementation and administration of the Variable Schedule Program.

Policy Statement:

This policy provides guidance regarding the establishment of the Variable Work Schedule Program. The Department supports variable work options where it is feasible and mutually beneficial for both the Department and the employee.

Eligibility:

Variable work schedules are to be associated with individuals and not with positions. Employees of the Department are eligible to participate in the variable work schedule program; however, the following will need to be considered:

- The nature of the employee’s job. If the job requires attendance at specific hours or every day per week or has a full-time workload, then the employee may not eligible for variable working hours.
- The needs of the employee’s Section/Division.

- The impact on customers. A variable work arrangement shall not negatively impact customer satisfaction.

The [State Human Resources Manual, Employment and Records, Section 3, page 44](#) states that each new employee will be notified about the variable work schedule and given the opportunity to select the schedule preferred prior to reporting for work.

Variable Work Schedule Options:

The normal work day is five eight-hour days plus a meal period. The [State Human Resources Manual, Employment and Records, Section 3, page 43](#) states the standard work week for full-time employees is forty hours per week and defines the meal period. Other schedules apply to part-time and shift employees.

The following are variable work schedules currently available:

- Flexible Working Time – The employee has the option to choose to change their daily schedule by adjusting their start and end times. The total of working hours does not change. The division may establish core hours where the employee is obligated to be at work.
- Reduced Hours – The employee works for less than the standard working hours by either a few hours per day or by fewer days per week. Depending on the schedule, salary compensation may be adjusted.
- Compressed week – Employees work longer hours on several days per week, so they can take time off on the remaining days. Total working hours and salary compensation stays the same. Examples of the compressed week schedule are:
 - Four 10-hour days and one day off.
 - Four 9-hour days and 1 four-hour day.
 - Eight 9-hour days and one 8-hour day, receiving 10th day off.
- Staggered Shifts – Employees arrive and depart at different times in shifts. The shifts may be staggered between 15 minutes to two hours.

General Requirements and Guidelines for Variable Work Schedules:

General requirements and guidelines are listed below.

- All variable work schedule agreements must be approved in advance. Any changes must also be approved by the supervisor.
- The division may choose to add additional requirements or addendums beyond those found in this policy. Examples include:
 - Adjusting or discontinuing the variable work schedule in response to increased workload and seasonal peak hours.
 - Being available during Division determined “core” business hours.

Terms and Conditions:

The following terms and conditions apply:

- The approved alternative work schedule agreement will be forwarded to Human Resources for processing into Integrated HR-Payroll System.
- Employees working a variable work schedule are responsible for reading, understanding, and following the guidelines. Any questions regarding the variable schedule should be directed to their supervisor as appropriate.

- Failure to adhere to the conditions of employment, policies, rules and procedures may result in termination of the variable work schedule and/or disciplinary action including termination of employment.
- Customer service and quality of work product must not diminish due to the variable work schedule.
- The variable schedule must have no more than a minimal effect on the division and co-workers.
- Supervisors shall be responsible for taking appropriate action to correct any abuse or misuse of this privilege which may include deductions from employee's pay.

Appeals:

The decision whether to allow a position or an employee to participate in the variable work schedule program is solely within supervisor discretion. The decision not to allow participation is not appealable to the Human Resources Division but is subject to the [Employee Grievance Policy](#).

<p align="center">STATE OF NORTH CAROLINA</p> <p align="center">DEPARTMENT OF ADMINISTRATION</p>	<p>SUBJECT:</p> <p align="center">Variable Work Schedule Program</p> <p align="center">Frequently Asked Questions (FAQ)</p>	
<p align="center">INTERNAL POLICY</p>		<p align="center">NO. GA - 006</p>

1. What are the available alternative work schedules?

There are four (4) basic types of Telework recognized by the Department:

- Flexible Working Time – The employee has the option to choose to change their daily schedule by adjusting their start and end times. The total of working hours does not change. The division may establish core hours where the employee is obligated to be at work.
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2. Is there a time period on how long the Variable Work Schedule Agreement will be in force?

The Supervisor may determine a time period for participation in the Program. For example, the Supervisor may require the alternative work schedule to be followed for 12 months. After the 12-month period, the agreement may be renewed.

3. Is the Variable Work Schedule Agreement adjustable?

Yes. All adjustments to the agreement require advanced approval by the supervisor and must be attached to the original agreement.

4. Who may terminate the Variable Work Schedule Agreement?

The Variable Work Schedule Agreement may be discontinued at any time by the employee or the supervisor. The employee will normally be given a two week notice of the termination, but the period can be shortened if the supervisor determines that the work performance or conduct requires this.

5. How may the Variable Work Schedule days be allotted to employees?

The supervisor makes the final determination on which employees may participate in the Variable Work Schedule Program.

6. I have transferred to another division within the Department. Am I able to continue to keep my current Variable Work Schedule?

Upon changing jobs within the Department, the Variable Work Schedule Agreement will terminate. However, the employee may request a new agreement if the new position lends itself to a variable work schedule.

7. I currently don't have a Variable Work Schedule Agreement. Am I able to work an alternative schedule on a temporary basis?

Supervisors are encouraged to offer employees an alternative work schedule option, even if it is on a temporary basis.

8. If I report to work after my start time, will I be permitted to make up the deficit by working that much longer at the end of the workday?

The Department recognizes that there are times when employees may report earlier or later than their scheduled start time. With supervisor permission, the employee may be allowed to leave early or stay past their scheduled end of work time to make up the deficit for the affected day. Otherwise, the tardiness shall be charged to the appropriate leave category.

Any employee that leaves work earlier without supervisor approval, the time shall be charged to the appropriate leave category or deducted from the employee's pay.

If the employee would like to change their start and end time permanently, they must obtain supervisor approval.

9. I currently work an alternative schedule and occasionally, need to work overtime due to workload. Am I able to work overtime while on the alternative schedule?

Per the [State Human Resources Manual, Salary Administration, Section 4, page 46](#), provides guidelines on hours of work and overtime compensation. Supervisors and employees are encouraged to follow the guidelines stated.