



## **Flexible Workplace Policy**

The Village recognizes that our employees are our greatest asset. We believe that offering non-traditional or flexible work arrangements to certain positions in the organization, when feasible, may better enable the Village to meet our operational needs while providing flexibility for employees to support work-life balance. Flexible work arrangements are voluntary and may include telecommuting, flexible work schedule, or a hybrid of these options.

Strong communication between employees, their supervisors and coworkers is important to the success of flexible working arrangements to ensure that work is appropriately coordinated among team members. Flexible work arrangements are subject to change or may be discontinued at the discretion of the Village and they in no way change the terms and conditions of your employment with the Village.

Full-time employees in eligible non-bargaining unit positions may apply for flexible work arrangements. If you are uncertain if your position qualifies, please check with your department director. To qualify, employees must have been employed with the Village for at least six months, must have exhibited acceptable job performance as evidenced through the Village's performance evaluation process, and must perform the majority of their work at a desk with limited or no in-person, customer-facing transactions. Exceptions to the minimum employment period may be granted by the Village Manager or their designee based on recommendation from the department director, operational needs and employee performance. Employees who have received disciplinary action within sixty (60) days of application for flexible work arrangements are ineligible.

Flexible working arrangements are not an entitlement. Requests will be considered on a case by case basis according to Village and Department budgetary and operational needs. To request flexible work arrangements, the employee must complete the Flexible Work Arrangements Program Request form and submit the completed form to their department director. Because the Village's foremost priority must be providing service to the community, the employee and the department director will review the request to determine whether the employee's requested working arrangement meets the Village's budgetary and operational needs.

If an employee is approved for flexible working arrangements, the employee may be required to adjust their schedule to work during normal Village Hall business hours if needed. The focus of

the flexible working arrangement must remain on productivity, performance, and meeting business and organizational needs. If an employee's work performance declines or assignments are not completed in a timely manner, the flexible working arrangement may be terminated at the department director's sole discretion.

### **Work From Home (Telecommuting or Telework)**

An employee may request to work from home up to one (1) day a week if: 1) the employee's position is conducive to such an arrangement (mostly computer-based with access to appropriate systems and limited to no customer-facing interaction); 2) it will not adversely impact the employee's relationship with co-workers, supervisors or subordinates or change the fundamental nature of the employee's position with the Village; and 3) the employee will still be able to perform the essential functions of the job. Under no circumstances may an employee of the Village work exclusively from home under this Policy.

Telecommuting can be short-term or temporary, such as working from home during severe and unsafe driving conditions or if an employee needs to provide access to a contractor for their own emergency home repair. Alternatively, it could be a long-term arrangement, where an employee is scheduled to work a specific day from home on a weekly basis.

#### Short-term requests

Employee requests to work from home for a very short-term must be approved by the department director or designee with as much advance notice as possible. Requests for short-term telework on the same day should only be for extenuating or emergency circumstances.

These requests may be made without use of the Telework Agreement. The method for request may be at the department director's discretion.

#### Long-term requests

Any long-term telecommuting arrangement made will be on a trial basis for up to three (3) months, and may be changed or discontinued at any time for any reason by the Village. Employees may request to discontinue telecommuting arrangements by obtaining approval from their supervisor. Requests for long-term telework must be made in writing via the Work From Home (Telework) Agreement.

Employees are not guaranteed a specific telework schedule. Employees who telecommute are expected to forward their office phone to their Village-supplied cellular phone (or personal phone if no village phone provided) while telecommuting, and may only access Village computer files and networks using a Village-issued device and virtual private network (VPN).

The department director or designee must approve an employee's telecommuting schedule. The employee agrees to be accessible by phone during the agreed-on work schedule and may be called into the office if needed to attend required training, meetings, during an emergency or if the employee's presence in the office is otherwise required. To support connectivity and teambuilding, all staff in a department must be together, on site, a minimum of one day a week.

Telecommuting employees will still be required to record all hours worked on their timesheet. Failure to comply with any telecommuting program requirements can result in discipline and the immediate cessation of the telecommuting arrangement.

The Village accepts no responsibility for damage or repairs to any employee-owned equipment and will not be responsible for IT support or costs associated with initial setup or maintenance of the employee's home office (including but not limited to any optional computer accessories purchased by the employee, furniture, internet service, etc.). Consistent with the Village's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary Village information accessible from their home office, strictly adhering to the Village's IT Policies and Guidelines.

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Telecommuting employees are responsible for notifying their supervisor of potential work related injuries as soon as practicable.

**Telecommuting is not a replacement for sick leave or another form of paid leave when the employee needs to be absent from work;** however, telecommuting may be requested by employees who need to stay home while they are experiencing symptoms of potentially-contagious illnesses if the employee feels well enough to perform work, subject to department director approval. **If the employee does not feel well enough to perform work, the employee should use sick leave or other accrued and unused paid time off benefits.** The focus of the telecommuting arrangement must remain on job performance and meeting business and organizational demands. If an employee's work performance declines or assignments are not completed in a timely manner, the telecommuting arrangement may be terminated.

### **Flexible Schedule and Core Hours**

While Village Hall's normal business hours are Monday through Friday, 8:30 a.m. to 5:00 p.m., the Village considers the hours of 9:30 a.m. to 3:30 p.m. to be core hours, during which all full-time, non-union, non-sworn employees must be working. Exceptions may be made on a case by case basis to accommodate business operations of a department, but require approval by the department director. Flexible scheduling allows an employee to adjust their start and end time as agreed upon by the employee and their department director (or designee), so long as the employee works during the core hours and works a full shift. For example, an employee may adjust their start time to 7:30 a.m. and their end time to 4:00 p.m. (if normally scheduled 7.5 hours per day), or an employee may adjust their start time to 9 a.m. and their end time to 6:00 p.m. (if normally scheduled 8 hours per day).

To maximize the effectiveness of core hours, departments will make all reasonable efforts to schedule meetings only during core hours; however, if a meeting or another appointment (such as a training program) is scheduled during Village Hall business hours, but before or after core hours, the employee may be required to adjust their workday accordingly to attend the meeting.