


Policy Title:		Flexible Work Arrangement	
	OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER	Category	Flexible Work Arrangement
		Administrative Policy #	
		Revision #	
		Review Frequency	As Needed – no less frequently than triennially
Administrative Division	Human Resources	Reviewed By	Chief Administrative Officer, General Counsel, Human Resources Director
BOWC Approval		Last Reviewed/Update Date	
Implementation Date		Resolution #	

## 1. OBJECTIVE

- 1.1. To establish guidelines and controls for a flexible work arrangement either in location or in schedule, at DWSD management's discretion.

## 2. PURPOSE

- 2.1. Flexible work arrangements strive to offer flexibility within employee work schedules while allowing Detroit Water and Sewerage Department (DWSD) to maintain a progressive and productive work environment. Flexible work schedules allow an opportunity to maintain employee productivity through various forms of creative work scheduling.

## 3. DEFINITIONS

“Available and Accessible” means an employee is immediately available to contact, available to report on-site if necessary, and immediately available to receive and execute directions.

“Flexible Work Location” means working at home or at other off-site locations that are linked electronically (via computer, fax, etc.) to a central office or principal place of employment for a specified day(s) of the workweek.

“Flexible Work Arrangement(s)” means Flexible Work Location and/or Flexible Work Schedule.

“Flexible Work Schedule” means working shifts that may be different from the established eight (8) hour shift (e.g., a work-schedule consisting of four (4) workdays of ten (10) hour shifts).

## 4. SCOPE

- 4.1. This policy applies to all DWSD employees, contractors, student interns, volunteers, and other DWSD persons employed by DWSD.

## **5. RESPONSIBILITIES**

### **5.1. Human Resources**

- 5.1.1. The Human Resources Director publishes this policy, communicates this policy to all employees, reviews, approves and publishes divisional standards, and updates this policy as necessary.

### **5.2. Management**

- 5.2.1. Management identifies flexible staffing options within a particular DWSD Division that do not adversely affect DWSD's ability to maintain expected work productivity and customer service. Flexible work schedules shall not increase overtime or compensatory time pay.
- 5.2.2. Management interprets and enforces this policy and ensures that employee flexible work arrangements are made in compliance with DWSD policies and standards.
- 5.2.3. Management monitors use of Flexible Work Arrangements to ensure day-to-day compliance with this policy.

### **5.3. Employees**

- 5.3.1. Employees should be familiar with, understand, and fully comply with this policy.

## **6. POLICY**

- 6.1. Employees will be considered for Flexible Work Arrangements based on organizational needs and/or work classification at the discretion of the management. Employees who are granted Flexible Work Locations are expected to be available and accessible throughout their regular work schedule. Employees who are granted Flexible Work Schedules will not be compensated on an overtime basis for hours over forty (40) worked in one week unless approved in advance by their manager or supervisor. Flexible Work Arrangements shall not adversely affect the delivery of customer service, employee productivity, or the progress of an individual or team assignments.
- 6.2. Flexible Work Arrangements are not appropriate for all employees or positions and are not a universal employee benefit. The following conditions must be met for a Flexible Work Arrangements to be considered:
  - 6.2.1. The employee must have a satisfactory attendance record, meet all performance expectations in his or her current role, and consistently demonstrate the ability to complete tasks and assignments on a timely basis.
  - 6.2.2. The nature of the employee's work and responsibilities must be conducive to a Flexible Work Arrangement without causing significant disruption to performance and/or service delivery.
  - 6.2.3. Meeting the above requirements does not guarantee employee approval of a Flexible Work Arrangement.
- 6.3. Flexible Work Arrangements are at Management's discretion and may be adjusted or terminated at any time.

#### 6.4. Reasonable and Necessary Accommodations

- 6.4.1. Management may take reasonable and necessary actions to accomplish the intent of this policy.

### 7. **PROCEDURE**

- 7.1. Employees may be granted Flexible Work Arrangements according to the following procedure:

- 7.1.1. Employee requests a Flexible Work Arrangement by completing a Flexible Work Arrangement Agreement and providing it to his/her manager or supervisor.
- 7.1.2. The manager or supervisor evaluates the Flexible Work Arrangement, in accordance with this policy. The manager or supervisor approves the Flexible Work Arrangement by signing and approving the Flexible Work Arrangement Agreement. If necessary, the manager or supervisor will contact Human Resources with questions as to the implementation or approval of a Flexible Work Arrangement.