

# HUMAN RESOURCE POLICY

#2 (ADMIN)

## ALTERNATIVE WORK SCHEDULES & FLEX TIME

Approved by: **Personnel Board** 3/28/2013

**City Council** 2/25/2014

**Mayor of Omaha:** Jean Stothert  
**City Council President:** Pete Festersen  
**Human Resource Director:** Michele Frost

*Pursuant to the Omaha Municipal Code, Section 23-65, this document is a Human Resource policy of the City of Omaha. Please check the City's website, <http://www.cityofomaha.org/humanresources/public-documents/hr-policies> for the latest version of this policy. Where no policy or guideline exists or if there are questions on this policy, please contact the Assistant Human Resources Director/Labor Relations Director in the Human Resources Department.*

### Purpose:

The purpose of this policy is to allow supervisors and their employees the mutual flexibility to use alternative work schedules and flex time in a way to improve morale, reduce absenteeism, and improve the City's recruitment efforts with no adverse impact on City operations.

### Policy:

It is the policy of the City of Omaha to attempt to accommodate the needs of employees for flexible work schedules within the parameters established by the Omaha Municipal Code and various labor agreements so long as it does not adversely impact upon the performance of their job and/or the providing of services to the public.

#### **A. Alternative Work Schedules**

As stated in City Code Section 23-251, generally speaking, the traditional workweek for full-time City employee consists of five (5) consecutive eight (8) hour days.

For any full-time City of Omaha position covered by the City Code (including those job positions classified as CMPTEC, AEC, or Functional), upon proper notice, an employee may be assigned a schedule of four (4) consecutive ten (10) hour days. The appropriate overtime provisions of the City Code shall apply except that work performed by non-exempt employees in excess of ten (10) hours (not eight (8) hours) in any work day shall be compensated at the rate of one and one-half (1½) times the regular rate of pay for the number of hours of overtime worked.

For any employee whose position is covered by the Local 251 labor agreement, upon at least seven (7) calendar days notice, an employee assigned to a five (5) day eight (8) hour workweek may be assigned to a four (4) day ten (10) hour workweek. Overtime provisions shall apply except that work performed by employees in excess of ten (10) hours (not eight (8) hours) in any work day shall be compensated at the rate of one and one-half (1½) times the regular rate of pay for the number of hours of overtime worked. It is understood that any four (4) day ten (10) hour workweek shall consist of four (4) consecutive days worked.

The Assistant Human Resources Director/Labor Relations Director (who may consult with the Law and/or Finance Departments) must, in advance, approve any deviation from the five (5) consecutive eight (8) hour days or the four (4) consecutive ten (10) hour days. As often it will be necessary to obtain the approval of the employee and/or their respective union, the Assistant Human Resources Director/Labor Relations Director will complete this procedure.

When an employee and supervisor agree to an alternate work schedule with the approval of the Assistant Human Resources Director/Labor Relations Director, it is understood that all work actually performed on a holiday shall be compensated according to the holiday pay provisions applicable to that employee (union contract or Chapter 23). Whether any work is performed on a holiday is at the sole discretion of the supervisor (absent any particular union contract provisions).

Union contracts and Chapter 23 of the Omaha Municipal Code cover “alternate” holiday dates when a holiday falls on an employee’s regularly scheduled day off, and those provisions shall be followed.

## **B. Flexible Hours within a Regular Workweek**

It is the responsibility of the supervisor to determine which eight (8) hours (or sometimes ten (10) hours) their employees will work. The supervisor sets the “shifts”; however, union agreements may give employees rights to “bid” the pre-set shifts.

On occasion, a supervisor and/or employee may wish to create “flexible” work hours as a benefit to the employee or to more effectively deliver City services,

Any supervisor, employee, or union representative who wishes to propose flexible hours on either a permanent or a temporary basis shall first contact the Assistant Human Resources Director/Labor Relations Director who shall assist the parties in exploring the flexible work hours.

If agreement is reached between a department director and an employee(s) for a flexible work schedule, such agreement must be provided to and approved by the Assistant Human Resources Director/Labor Relations Director. It is understood that department directors shall retain the right to cancel such agreements providing flexible work schedules upon reasonable notice.