

	<b>Effective Date:</b>	04-28-2016
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	<b>Supersedes:</b>	03-20-2014
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## **PURPOSE**

The following provisions govern the Alternative Work Schedule Program for the Department of Licensing and Regulatory Affairs (LARA) employees. These provisions do not supersede any provisions in any labor agreement. Please refer to labor agreements for specific bargaining unit provisions.

## **DEFINITIONS**

- **Work Schedule:** The period of time an employee is expected to be performing assigned duties as prescribed by the immediate or successively higher level supervisor. A pay period consists of eighty (80) hours of paid time, for fourteen (14) continual days. Normally, it begins on a Sunday at 12:00 a.m. and ends Saturday at 11:59 p.m.
- **Compressed Work Schedule:** An approved work schedule which maintains eighty (80) hours of work per pay period but is not strictly composed of eight (8) hour work days, with a one-hour or half-hour lunch period. A compressed work schedule includes 1-2 days off per pay period.
- **Modified Work Schedule (MWS):** An approved work schedule which maintains eighty (80) hours of work per pay period but is not strictly composed of eight (8) hour work days. A MWS schedule is one that starts and ends other than the normal hours of 8:00-5:00 p.m., with a one-hour or half-hour lunch period. A MWS schedule includes working 10 days per pay period.
- **Non-Exempt Employees:** Employees who are eligible to receive overtime under the Civil Service Compensation Plan and the Fair Labor Standards Act.
- **Exempt Employees:** Employees who are not eligible to receive overtime under the Civil Service Compensation Plan and the Fair Labor Standards Act. (Contact your bureau personnel liaison or the Office of Human Resources for details.)

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## **GUIDELINES**

Established work schedules will in all cases be in the best interest of the state. Areas within the department could be excluded from participating in alternative work schedules based on the effective and efficient delivery of services, safety of the employees, or discharging of responsibilities assigned to the respective bureau.


- A. Employees may request alternative work schedules on a voluntary basis. To be eligible to participate in the Alternative Work Schedule Program, employees must be in good standing. Additionally, employees must work for the State of Michigan for 12 consecutive months to be eligible for a Compressed Work Schedule.

Four (4) options are available in the Alternative Work Schedule Program:

- 1. Modified Work Schedule.** See definition on page 1.
- 2. Compressed Work Schedule.** See definition on page 1. Compressed work schedule options are:
  - a. Option I: Four (4) days at ten (10) hours per day with one (1) day off each week.
  - b. Option II: Nine (9) hours per day for eight (8) days, one eight (8) hour day, one (1) day off. (e.g., Week 1: four 9-hour days, one 8-hour day; Week 2: four 9-hour days, 1 day off.) **NOTE:** This option is available only to overtime exempt employees.
- 3. Telecommuting Work Schedule:**

<http://inside.michigan.gov/ose/er/Employee%20Resources/telecommuting%20guidelines%2012-2012.pdf>

<http://inside.michigan.gov/ose/er/Employee%20Resources/Telecommuting%20Application%20and%20Agreement%20Rev%208-2014.doc>

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#### 4. Voluntary Work Schedule Adjustment Program:

[http://www.michigan.gov/documents/VWSAPFRM92802\\_7140\\_7.pdf](http://www.michigan.gov/documents/VWSAPFRM92802_7140_7.pdf)

Bureaus may elect to limit employee participation to one or more options. Where such a limit occurs, the bureau will be responsible for notifying its employees.

- B. All AWS schedules must begin and end between the hours of 6:00 a.m. and 6:00 p.m. Bureaus may establish core time requirements within these hours based on operational needs.
- C. A lunch period consists of at least a half-hour, to be taken at approximately mid-day, and is required to be included in all work schedules. Individuals may request either a half-hour or a one-hour lunch, and approval will be based on operational needs. A one-hour lunch period will not be required unless there is a business reason such as customer service issues, coverage issues or workload issues.
- D. Employees have the right to remain on traditional (normal) work schedules.
- E. Approval and continuation of an alternative work schedule shall be at the sole discretion of the Appointing Authority or those delegated to authorize alternative work schedules.
- F. Each manager must review all approved Compressed Alternative Work Schedules each December to determine appropriateness of continuation. The Bureau Director must provide signed verification of review and approval to the deputy director responsible for the bureau. A new [Alternative Work Schedule Request](#) (C-33) form must be processed and submitted to the Office of Human Resources (OHR) for all schedule changes that occur as a result of this review.
- G. Employees who are experiencing work performance difficulties, attendance problems, or receive a counseling memo, disciplinary action, or any corrective action may be removed from an alternative work schedule.
- H. When the Appointing Authority, bureau, commission, division, section, or unit elects to terminate or revise the alternative work schedule, one (1) pay period advance notice to the affected employee(s) shall be provided except in instances

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as outlined in items P, Q, and R.

- I. An employee may elect to terminate his/her alternative work schedule participation by giving one pay period advance notice to the immediate supervisor. By mutual agreement between the employee and immediate supervisor, this advance notice can be waived or shortened.
- J. Employees authorized to work an alternative work schedule that are reassigned or transfer to another supervisor must resubmit their request for authorization of participation in an alternative work schedule to their new supervisor.
- K. When an employee is absent, the absence should be covered with sick or annual leave in the amount equal to the number of hours that the employee had been scheduled to work that day.
- L. On paid holidays, only eight (8) hours of pay is authorized as holiday payment for eligible employees. Employees working alternative schedules shall be required to supplement their scheduled hours with annual leave credits or make alternate scheduling arrangements with prior supervisory approval for the pay period in which the holiday occurs.
- M. Eligible non-exempt employees working alternative schedules shall only be entitled to daily overtime compensation for those authorized overtime hours in excess of the established alternative schedule or work hours for that day.
- N. Eligible non-exempt employees shall be compensated for authorized overtime in excess of forty (40) hours in a workweek. This existing overtime regulation cannot be waived.
- O. Rest break(s) shall not be waived in order to meet any established core/work time requirements. Employees participating in an alternative work schedule remain entitled to one (1) fifteen (15) minute rest break in the morning and one (1) fifteen (15) minute rest break in the afternoon.
- P. When non-exempt employees working alternative schedules are required by management to participate in training or special meetings, existing work schedules may be adjusted in order to permit the employee to attend within a

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forty (40) hour work week. The employee shall be notified as soon as administratively possible of adjustment of work hours. Where seasonal workloads are heavy, necessitating uniform reporting and quitting time, participation in the program may be temporarily suspended by the bureau.

- Q. In emergency situations of an unforeseen nature, the employee's supervisor may unilaterally adjust the employee's work schedule to meet the emergency needs. This is inclusive of calling the employee back to work on their day off. Where such occurs, eligible employees who qualify for overtime will be paid overtime according to appropriate regulations.
- R. Exclusions from participation of division directors or critical management personnel may be made by the director, a bureau, agency, section or unit on an individual basis.
- S. The Appointing Authority may modify, waive, delete, add to, or amend any of the existing provisions contained herein.
- T. Disapproval of a request for an alternative work schedule is not grievable.

### **IMPLEMENTATION OF GUIDELINES**

- A. Employees must submit an [Alternative Work Schedule Request](#) (C-33) to their supervisor to request a Compressed Work Schedule; this form must be submitted to the LARA Office of Human Resources (OHR). Bureaus may also require employees to submit a C-33 form to request a Modified Work Schedule; these forms will be maintained by the bureau and are not sent to OHR.
- B. Where employees submit requests for alternative work schedules that overlap/conflict for work coverage purposes, the supervisor is urged to assist those employees in facilitating a mutually agreeable resolution to the problem. If no mutually agreeable solution is reached, requests will be considered on a first come, first serve basis. In the event the requests were submitted at the same time, the employee with the most total continuous state service will receive preference on their request.
- C. Bureaus will be responsible for ensuring that effective and efficient service will be

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maintained in the use of any approved alternative work schedule. Supervisors will forward all alternative work schedule requests through approved administrative procedures within their bureaus.

- D. Bureau personnel liaisons must send both approved and disapproved Compressed Work Schedule requests to the LARA OHR. Disapproved requests must be accompanied by a statement outlining the reasons for disapproval.