



Telework, Alternative Work Schedules, and Call-Out Pay Changes



Pilot Program for Alternative Work Schedules and Scheduled Telework

- New Administrative Directive – effective 7/2/2022
- Pilot Program
- Retain existing employees and fill positions by being competitive and offering work/life balance while still maintaining service levels
- Department Heads decide whether or not Alternative Work Schedules or Telework will work in the Department.
- Decentralized Administration – Departments are responsible for administering AD while ensuring:
 - internal/external customer service maintained
 - core business hours covered
 - normal operation of Town government

Pilot Program for Alternative Work Schedules and Scheduled Telework

- Discretionary – can be revoked by the Department at any time
- Cannot combine telework and alternative work schedule
- Cannot flex time if on telework or alternative work schedule
- May be required to report to work for emergency meeting
- Employees are not required to do an alternate work schedule or telework, if the employee is eligible, it is optional for employee to participate.

Pilot Program for Alternative Work Schedules and Scheduled Telework

- Eligibility
 - Department Head evaluates **job position** and **employee**
 - **Job position** Department Head examines service needs of job, the Department and the Town
 - Department Heads and Deputies are not eligible for Telework or 4/10 Alternative Work Schedule
 - **Employee** Department Head can consider employee eligibility based on:
 - Initial Evaluation period; or
 - Work Improvement Plan or disciplinary action; or
 - Organizational needs of Department or the Town; or
 - Work performance of an employee

Pilot Program for Alternative Work Schedules and Scheduled Telework

- Meal break – mandatory 30 minute unpaid meal break
- Holidays – 8 hours of Holiday Pay for approved holidays
 - If holiday falls on your 9 or 10 hour work day, you will receive 8 hours of holiday pay.
- Documentation:
 - Alternative Work Schedule Agreement 9/80 or 4/10
 - Telework Plan and Agreement Form
- Agreement reviewed every three months

Scheduled Telework

- May be required to return to worksite during scheduled telework hours
 - If advised after start of work day, drive time is compensable.
 - If advised before start of work day, not paid for driving.
- Must be an Authorized Driver (requires MVD check)

Scheduled Telework

- Employee must be available for:
 - Phone calls
 - Virtual meetings
 - Other responsibilities outlined in agreement
- Employee must document telework productivity
 - Telework Activity Report
 - Telework Project Report
 - Alternative Report per Agreement

Scheduled Telework

- Maximum of two 8-hour telework shifts during work week
- If household responsibilities or appointments make employee unable to work during scheduled telework hours, employee is expected to use leave balances
- Safe workspace
- Attire

Scheduled Telework

- Equipment:
 - Town Equipment
 - Personal Equipment
 - Internet
 - Phone
- Documentation in Outlook
 - “Working Elsewhere” when Teleworking
 - Sharing Calendar

Alternative Work Schedules

- 9/80 Alternative Work Schedule
- 4/10 Alternative Work Schedule
 - If an employee is on a 4/10 Work Schedule due to operational needs of the Town, that is not an “alternative” schedule and the AD does not apply

9/80 Alternative Work Schedule

A two-week work schedule providing nine workdays during the two-week schedule with one work week of four days of 9 work hours and one day of 8 work hours and a following week of four days of 9 work hours and one day off which falls on same day as 8 work hour day from previous week.

9/80 Alternative Work Schedule

40 hour “work week” beginning at 12:01 PM on Friday

Workweek 1						
	Monday	Tuesday	Wednesday	Thursday	Friday until 12:00 PM (noon)	TOTAL WORK WEEK HOURS
	9	9	9	9	4	40
Workweek 2						
Friday (starts at 12:01 PM)	Monday	Tuesday	Wednesday	Thursday	Friday (new work week starts at 12:01 PM)	TOTAL WORK WEEK HOURS
4	9	9	9	9	OFF	40

9/80 Alternative Work Schedule

- Personnel Policies currently have the “work week” begin Saturday at 12:01 AM and end the following Friday at 12:00 midnight
- Employees with 9/80 work schedule will have contract to have an alternative “work week” than what is in personnel policies
- In this example, the employee’s work week begins Friday at 12:01 PM and ends the following week on Friday at 12:00 PM
- By working 40 hours in alternative “work week” you are in compliance with FLSA

Workweek 1						
	Monday	Tuesday	Wed	Thurs	Friday until 12:00 (noon)	TOTAL WORK WEEK HOURS
	9	9	9	9	4	40
Workweek 2						
Friday (starts at 12:01 PM)	Monday	Tuesday	Wed	Thurs	Friday (New work week starts at 12:01 PM)	TOTAL WORK WEEK HOURS
4	9	9	9	9	OFF	40

9/80 WORK WEEK WITH FIRST WEDNESDAY OFF

My work week will begin on 7/6/22 (day of week) at 12:01 PM (time of day)

1. Days and hours when the employee is normally expected to be in the department are:

NOTE: SCHEDULE IS FIRM AND CANNOT CHANGE FROM WEEK TO WEEK.

Week One/Two (circle which week): Time must be scheduled for four 9 hr shifts and one 8 hr shift (total 44 hrs) or four 10 hr shifts (total 40 hrs)

Note: minimum 30 minute lunch required each scheduled shift.

Monday	<u>8:00</u>	to	<u>5:30</u>	with	<u>30</u>	minute lunch
Tuesday	<u>8:00</u>	to	<u>5:30</u>	with	<u>30</u>	minute lunch
Wednesday	<u>OFF</u>	to		with		minute lunch
Thursday	<u>8:00</u>	to	<u>5:30</u>	with	<u>30</u>	minute lunch
Friday	<u>8:00</u>	to	<u>5:30</u>	with	<u>30</u>	minute lunch
Saturday		RDO		with		minute lunch
Sunday		RDO		with		minute lunch

Week One/Two (circle which week): Time must be scheduled for four 9 hr shifts & day off-0 hrs (total 36 hrs) or four 10 hr shifts (total 40 hours)

Note: minimum 30 minute lunch required each scheduled shift.

Monday	<u>8:00</u>	to	<u>5:30</u>	with	<u>30</u>	minute lunch
Tuesday	<u>8:00</u>	to	<u>5:30</u>	with	<u>30</u>	minute lunch
Wednesday	<u>8:00</u>	to	<u>5:00</u>	with	<u>60</u>	minute lunch
Thursday	<u>8:00</u>	to	<u>5:30</u>	with	<u>30</u>	minute lunch
Friday	<u>8:00</u>	to	<u>5:30</u>	with	<u>30</u>	minute lunch

(9/80s 1st Wednesday off) PAYROLL PERIOD 7/2/22-7/15/22						
					"Work Week" 1 begins at 12:01 PM on Wednesday 7/6/22....	
Saturday, 7/2/22	Sunday, 7/3/22	Monday, 7/4/22	Tuesday, 7/5/22	Wednesday, 7/6/22	Thursday, 7/7/22	Friday, 7/8/22
			9	0/OFF		
		8 hours HOL		NOON		
		1 hour MTO		0/OFF	9	9
"Work Week" 1 cont... and ends at 12:00 PM on Wednesday 7/13/22.				"Work Week" 2 begins at 12:01 PM on Wednesday 7/13/22...		
Saturday, 7/9/22	Sunday, 7/10/22	Monday, 7/11/22	Tuesday, 7/12/22	Wednesday, 7/13/22	Thursday, 7/14/22	Friday, 7/15/22
		9	9	4 (Split Day)		
				NOON		
				4 (Split Day)	9	9
40 HOURS ACTUALLY WORKED IN "WORK WEEK" FROM 12:01 PM ON 7/6/22 TO 12:00 PM ON 7/13/22 40 HOURS ACTUALLY WORKED IN "WORK WEEK" FROM 12:01 PM ON 7/13/22 TO 12:00 PM ON 7/20/22 PAY PERIOD TOTAL HOURS 80: (8 Holiday + 1 MTO + 71 hours actually worked in Pay Period)						
(9/80s 1st Wednesday off) PAYROLL PERIOD 7/16/22-7/29/22						
"Work Week" 2 cont... and ends at 12:00 PM on Wednesday 7/20/22.				"Work Week" 1 begins at 12:01 PM on Wednesday 7/20/22		
Saturday, 7/16/22	Sunday, 7/17/22	Monday, 7/18/22	Tuesday, 7/19/22	Wednesday, 7/20/22	Thursday, 7/21/22	Friday, 7/22/22
		9	9	0/OFF		
				NOON		
				0/OFF	9	9

9/80 Alternative Work Schedule

- Can only work hours listed in 9/80 Alternative Work Schedule; changes require use of MTO or Vacation Leave
- Implementation may require employee use four hours of MTO at the midpoint; overtime may also be approved due to operational needs
- Must enter in Town Outlook calendar your days off as “Out of Office”

4/10 Alternative Work Schedule

- Employee is expected to work four 10-hour shifts during Town work week beginning every Saturday at 12:01 AM and ending the following Friday at 12:00 midnight

Compensation Changes

- Call-out pay changes
 - Call-out Pay (Currently in Policy)
 - Call-out Supplementary Pay (New Policy effective 7/2/2)

Call-Out Pay

Personnel Policies and Procedures

POLICY 3-7 ADJUSTMENTS TO PAY BASED ON EMPLOYMENT ACTION

Section 3-7-3 Call-Out Pay

Eligibility:

- Non-exempt employees
- Requires employee to report to a Town facility or worksite
- Occurs one hour after shift or more than two hours before scheduled shift

Call-Out Pay

- Begins at time of call-out, including travel time to and from
- Minimum of two hours pay each time called-out or pay for actual hours worked, whichever is greater (This is current policy)
- The hourly rate of call-out pay will depend on whether call out results in overtime pay or not. If time spent on call-out results in employee working overtime, then the call-out hours will be calculated at regular rate.
- If call-out does not result in overtime pay, then the employee is eligible for **Call-Out Supplementary Pay** for actual hours worked on call-out (This is new policy)

Call-Out Supplementary Pay

- A supplement to regular rate of pay of one-half times the employee's regular base rate of pay
- Applies **only** when call-out pay hours do not make employee work over 40 hours in a work week
 - Example: holiday week or vacation/MTO week
- Shift coverage with less than 24 hours notice is eligible for call-out supplementary pay

Payment for Call-out

Current Policy

- Employees called out receive a minimum of two hours pay each time called out, or the actual time worked, whichever is greater
 - Called out for 30 minutes – get paid for 2 hours work
 - Called out for 6 hours – get paid for 6 hours work
- If call-out hours do not cause employee to work over 40 hours in Work Week, employee does not get time and a half for call-out hours

Policy Effective 7/1/22

- Employees will receive “Call-out pay” if call-out is less than two hours
 - Called out for 30 minutes – get paid for 2 hours
- If call out hours do not cause employee to work over 40 hours in Work Week, employee will get “Call-out Supplementary Pay”, which results in being paid time and a half for call-out hours

Employee works four 10 hour shifts Tuesday-Friday, but is called out Monday for 6 hours. Employee has a preplanned MTO day on Wednesday

OLD POLICY

	SAT	SUN	MON	TUES	WED	THURS	FRIDAY	TOTAL
Hours worked			6	10		10	10	36
Overtime								
MTO					4			4
Call-Out Pay								
							Hours Paid:	40

36 hours worked + 4 hours MTO = 40 hours at regular rate

NEW POLICY

	SAT	SUN	MON	TUES	WED	THURS	FRIDAY	TOTAL
Hours worked			6	10		10	10	36
Overtime								
MTO					4			4
Call-Out Pay								
Call-out <u>Supp</u> Pay			6					6
							Hours Paid:	46

36 hours worked + 4 hours MTO + 6 hours Call – out Supplementary Pay (1/2 regular rate) = 40 hours at regular rate + 6 hours at half regular rate

Employee works four 10 hour shifts Tuesday-Friday but is called out Monday for 30 minutes. Employee has pre-planned MTO on Wednesday.

NEW POLICY								
	SAT	SUN	MON	TUES	WED	THURS	FRIDAY	TOTAL
Hours worked			0.5	10		10	10	30.5
Overtime								
MTO					9.5			9.5
Call-Out Pay			1.5					1.5
Call-out <u>Supp</u> Pay			0.5					0.5
							Hours Paid:	42
30.5 hours worked + 9.5 hours MTO + 1.5 hours Call – out Pay + 0.5 hours Call-out Supplementary Pay (1/2 regular rate) = 41.5 hours at regular rate + 0.5 hours at half regular rate								

Employee works four 10 hour shifts Tuesday-Friday but is called out Monday for six hours.

NEW POLICY								
	SAT	SUN	MON	TUES	WED	THURS	FRIDAY	TOTAL
Hours worked			6	10	10	10	10	40
Overtime								6
Call-Out Pay								
Call-out <u>Supp</u> Pay								
							Hours Paid:	46
40 hours worked + 6 hours overtime = 40 hours at regular rate + 6 hours at overtime rate								

Call-out Pay v. Call-out Supplementary Pay

- In MUNIS “Call-Out Pay” will be mandatory minimum of 2 hours for each time called out. If you work 2 hours or more you do not use this code
 - “Call-out Pay” will not be considered hours worked for overtime calculation. Hours actually worked are documented in Regular Work hours and calculated for overtime work. Call-out Pay code in MUNIS will only be used to bridge gap between hours worked and minimum 2 hours. Will only apply when called out for less than 2 hours.
 - **PRACTICE TIP: CALL-OUT PAY WILL ALWAYS BE LESS 1.75 HOURS OR LESS**
- In MUNIS “Call-Out Supplementary Pay” will be used only when call-out does not cause employee to work over 40 hours in a week
 - Enter Regular Hours worked in MUNIS. If no overtime, then add hours worked on call-out to “Call-out Supplementary Pay”. There should never be “overtime” and call-out supplementary pay in same work week.
 - **PRACTICE TIP: A TIMESHEET WILL NEVER HAVE CALL-OUT SUPPLEMENTARY PAY AND OVERTIME**



Questions?