



# Village of Glencoe

## *Flexible Work Arrangement Policy*

*Wednesday April 8, 2025*

# Flexible Work Arrangement Policy

- Flexible work: Available to eligible full-time, non-bargaining unit employees
- Requires minimum six-month employment and above-average performance
- Exceptions considered based on operational necessity



# Request and Approval Process

- Submission of Flexible Work Arrangements Program Request form
- Evaluation based on department's operational needs
- Ensuring community service remains a top priority



# Conditions and Expectations

- Maintain job performance standards
- Potential schedule adjustments to align with operational requirements
- Performance issues may result in termination of flexible arrangement



# Telecommuting Overview

- Considered individually, case-by-case
- Trial period: up to three months
- Requirement to use Village-issued secure devices and networks
- Employee responsible for home office equipment and maintenance



# Telecommuting Expectations

- Employees accessible during designated work hours
- Presence in office as needed, especially during emergencies
- Telecommuting not a substitute for sick leave or intensive family care
- Declining performance may end telecommuting arrangement



# Flexible Scheduling

- Village Hall hours: 8 a.m. – 4:30 p.m.
- Core hours: 10 a.m. – 3 p.m.
- Employee schedule adjustments within core hours for 8-hour days
- Occasional meeting adjustments outside core hours



# Additional Flexible Options

- Approval of other flexible schedules based on operational needs
- Balance between flexibility and maintaining service quality





# Conclusion

- Reflecting Village commitment to employee well-being and operational success
- Importance of ongoing communication between employees and supervisors
- Flexibility arrangements subject to Village discretion to uphold service standards





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