

Village of Glencoe

Section 3.6: Flexible Work Arrangements

The Village recognizes that the nature of how work is performed, including when and where work is performed, continues to change for many positions in the organization. The Village also recognizes offering non-traditional or flexible work arrangements to certain positions in the organization may better enable the Village to meet its operational needs while providing flexibility for employees to support work-life integration. To that end, the Village is offering a flexible working arrangements programs for qualifying positions.

Flexible work arrangements are not an entitlement, nor are they a Village-wide benefit, and they in no way change the terms and conditions of employment with the Village.

Full-time employees in non-bargaining unit positions may apply for flexible work arrangements. To qualify, employees must have been employed with the Village for at least six months and must have exhibited above-average performance, as evidenced through the Village's performance evaluation process. However, exceptions to the minimum employment of periods may be granted by the department head based on operational needs and employee performance.

Flexible working arrangements are not an entitlement; requests will be considered based on the department's operational needs and individual employee performance. To request flexible work arrangements, the employee must complete the Flexible Work Arrangements Program Request form and submit the completed form to their department director. The employee and the department director will review the request to determine whether the employee's requested working arrangement meets the Village's operational needs. Because the Village's foremost priority must be providing service to the community, the Village's operational needs will be used to determine whether the employee's requested working arrangement can be provided. Strong communication between employees, their supervisors and coworkers is important to the success of flexible working arrangements to ensure that work is appropriately coordinated among team members.

If an employee is approved for flexible working arrangements, the employee may be required to adjust their schedule to work during normal Village Hall business hours if needed to meet the Village's operational needs. The focus of the flexible working arrangement must remain on job performance and meeting business and organizational needs. If an employee's work performance declines or assignments are not completed in a timely manner, the flexible working arrangement may be terminated in the department director's sole discretion. The availability of flexible working arrangements can be discontinued at any time at the discretion of the Village.

Telecommuting

The Village of Glencoe considers telecommuting to be a viable alternative work arrangement in cases where individual, job and supervisor characteristics are best suited to such an arrangement. Telecommuting is not an entitlement, nor is it a Village-wide benefit, and it in no way changes the terms and conditions of employment with the Village.

Either an employee or a supervisor can suggest telecommuting as a possible work arrangement. Telecommuting can be informal, such as working from home for a short-term project; or formal, such as working a specific day or time from home. All telecommuting arrangements are made on a case-by-case basis, focusing first on the business and organizational needs of the Village.

Any telecommuting arrangement made will be on a trial basis for up to first three months, and may be discontinued at any time for any reason by the Village or at the request of the employee.

Flexibility is an important element of the telecommuting program. As such, employees are not guaranteed the ability to telecommute on desired days or a specific number of days. Employees who telecommute are expected to forward their office phone to their Village-supplied cellular phone to be used while telecommuting, and may only access Village computer files and networks using a Village-issued device and virtual private network. Department directors may authorize employees without a Village-issued cellular phone to telecommute on a case-by-case basis.

The Village accepts no responsibility for damage or repairs to any employee-owned equipment and will not be responsible for costs associated with initial setup or maintenance of the employee's home office (including but not limited to any optional computer accessories purchased by the employee, furniture, internet service, etc.). Consistent with the Village's expectations of information security for employees working at the office, telecommuting employees

will be expected to ensure the protection of proprietary Village information accessible from their home office, strictly adhering to the Village's Technology Acceptable Use policy.

The department director will determine the number of days of telecommuting allowed each month, days of the week and the work schedule the employee will maintain. The employee agrees to be accessible by phone during the agreed-on work schedule and may be called into the office if needed during an emergency or if the employee's presence is otherwise required in the office while telecommuting. Telecommuting employees will still be required to record all hours worked on their timesheet. Failure to comply with any telecommuting program requirements can result in the immediate cessation of the telecommuting arrangement.

The Village recognizes that employees may have family responsibilities outside of work that require the employee to be at home to provide family care. Telecommuting may be used in situations when an employee is able to adequately perform work responsibilities while providing limited or minimal family care, though telecommuting is not intended to be a replacement for family care that requires significant and/or consistent attention of the employee. Telecommuting is not a replacement sick leave or another form of paid leave when the employee needs to be absent from work; however, telecommuting may be requested by employees who need to stay home while they are experiencing symptoms of potentially-contagious illnesses if the employee feels well enough to perform work, subject to supervisor approval. If the employee does not feel well enough to perform work, the employee should use sick leave benefits. The focus of the telecommuting arrangement must remain on job performance and meeting business and organizational demands. If an employee's work performance declines or assignments are not completed in a timely manner, the telecommuting arrangement may be terminated.

The availability of telecommuting as a flexible work arrangement for employees can be discontinued at any time at the discretion of the Village.

Flexible Scheduling Options

Core Hours

While the Village's normal business hours are Monday through Friday, 8 a.m. to 4:30 p.m., the Village considers the hours of 10 a.m. to 3 p.m. to be core hours, during which all employees must work. In the flexible scheduling program, an employee may adjust their start and end time as agreed upon by the employee and their department director, so long as the employee works during the core hours and works an eight-hour day. For example, an employee may adjust their start time to 7 a.m. and their end time to 3:30 p.m., or an employee may adjust their start time to 9 a.m. and their end time to 5:30 p.m.

To maximize the effectiveness of core hours, departments will make all reasonable efforts to schedule meetings only during core hours; however, if a meeting or another appointment (such as a training program) must be scheduled during Village Hall business hours before or after core hours, the employee may be required to adjust their workday accordingly to attend the meeting.

Other Flexible Scheduling Options

Other flexible scheduling options may be approved by the employee's department director, based on the operational needs of the position.