



SUBJECT:	Alternative Work Schedule
POLICY NO:	IX:03
APPLICABLE TO:	All Full-time and Part-Time Administrative Employees
PAGE NO:	1 of 2
EFFECTIVE DATE:	May 1, 1995
REVISION DATE:	August 1, 2018 (due to name change)

I. POLICY:

The Hennepin Healthcare Research Institute (HHRI) recognizes the changing needs of its employees to be able to balance their work and personal responsibilities. Therefore, it is the policy of HHRI to provide the option of alternative work schedules, providing business objectives are still maintained.

II. GUIDELINES:

- A. Providing business conditions allow, and the work flow permits, employees may be permitted to vary their work schedule. It will be at the discretion of the Director to determine if an employee or group of employees may vary their work schedule, and to what degree.
- B. Upon approval by the Director, employees may be eligible to adjust their work schedule as follows: work regular five 8 hour days, with a flexible starting time and ending time; work four 9 hour days and a 1/2 day with 1/2 day off; or work four 10 hour days with 1 day off.
- C. Upon approval, work hours may be altered between the hours of 5:30 a.m. and 6:00 p.m., Monday through Friday; however, if a department elects to implement alternative work hours, the department will still be expected to have coverage during HHRI's regular office hours of 8:00 a.m. to 4:30 p.m., Monday through Friday.
- D. A Director may require a Lead, Supervisor or Manager to be available during the duration of the alternative work hours.
- E. Holiday Pay:
 - 1. Non-exempt administrative employees authorized to work a schedule of more than 8 hours per day, will receive holiday pay based on FTE level, not the number of hours worked per day. i.e. - A full-time non-exempt employee scheduled to work 10 hour days will receive 8 hours of holiday pay. The employee may elect to take the additional 2 hours as unpaid, use 2 hours of vacation, or with the supervisors' approval the employee may work 2 additional hours within the same week in which the holiday falls.
 - 2. Exempt administrative employees will be paid holiday pay according to the number of hours they are normally scheduled. i.e. - A full-time exempt employee scheduled to work 10 hour days will receive 10 hours of holiday pay.

Please refer to HHRI Holiday Policy Number IV:04 for additional information on Holiday pay.



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F. Vacation and Sick Leave:

1. Employees scheduled to work over 8 hours per day may use vacation or sick time according to the number of hours they are normally scheduled. eg - If an employee scheduled to work 10 hour days requests 1 vacation day, they should reflect 10 hours of vacation on their timesheet.

G. An employee requesting a change in his/her work schedule may be required to give a one (1) month written notice before the change may occur.

H. A Director may at any time elect to discontinue alternative work hours for an employee or group of employees, however, an employee should receive a one (1) month written notice before a change occurs, unless business needs necessitate an immediate change.

I. Overtime should be paid in accordance to HHRI Overtime Policy VI:12.

III. PROCEDURE:

A. If an employee is interested in alternative work hours, he/she must complete an Alternative Work Schedule Request and submit the request to their Supervisor. Request Form is available from Human Resources. All requests will also require their Director's signature.

B. Requests will be considered only if the needs of the employee's job and department can still be met. Accommodating a request will depend on job responsibilities, current staffing needs, potential impact on the department productivity and quality of service, security and facility accessibility.

IV. ADMINISTRATION:

The Director will be responsible for administering flexible hours as appropriate to his/her area, and should establish whatever guidelines required to ensure effective and efficient operation of the department and full productivity of employees.