

# Section 4: Professional Workplace

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## Policy #1: Alternate Work Schedule

Effective Date: July 1, 2011

### I. Purpose

The Town of Mooresville is interested in alternative work schedules as a method of staff retention through work/life balance. Alternative scheduling is available to assist employees in meeting their personal work performance goals and family needs. Alternative work scheduling is an opportunity to maintain employee productivity through various forms of creative work scheduling.

### II. Scope

This policy shall apply to all persons holding a paid position as an employee of the Town, except the Town Manager, Town Attorney, a member of any appointed or volunteer board or committee, or any others that may be excluded by the Town Board. For this purpose, and subject to the exceptions set out herein, Town employees shall be defined as those employees in departments and offices for which the Town Board serves as the final budget authority.

### III. Background

None

### IV. Definitions

None

### V. Legislation

None

### VI. Policy

It is the policy of the Town to consider employees for alternative work scheduling on a case-by-case basis, where creative work schedules have been shown to accomplish both work and personal goals, to provide coverage for individual department operations and to serve the Town as a whole with increased productivity at no expense to quality output.

### VII. Provisions

There are various alternative work schedule options available to employees. The options include:

- Flextime
- Voluntary Flexible Work Hour Plans

A. Flex-time

Flex-time is a voluntary work schedule available for certain qualified Town of Mooresville employees which allow those employees to work outside of their standard working hours, while maintaining a high level of service during peak hours.

B. Voluntary Flexible Work Hour Plans

Voluntary Flexible Work Hour Plans is a voluntary work schedule for certain qualified Town of Mooresville employees that allow those employees the opportunity to work their regularly scheduled workweek hours in a reduced number of days.

C. Approvals

i. Department Director

The Department Director is responsible for identifying if any of the aforementioned options are workable within his or her department. This includes determining if the entire department or an entire shift must convert to one of the above alternative scheduling options. To determine whether it would be appropriate for employees to take on these arrangements, the Department Director must assess the impact and outcome in terms of production, quality and absenteeism, and if one or a combination of the above is in the best interests of the department, Town and employee. The Department Director has the authority to approve any flex-time arrangements in his or her department.

ii. Human Resources Director

Implementation and the determination of potential voluntary flexible work hour plan schedules must be approved with the consent of the Human Resources Director and Town Manager to assess overall feasibility and trial operations prior to announcement and implementation.

iii. Exceptions

Any requests for exceptions to this policy should be made in writing to the Town Manager in consultation with the Humans Resources Director.

**VIII. Authorization**

Approved by:

Erskine Smith

Town Manager

July 1, 2011

Date