



TACOMA HOUSING AUTHORITY

Policy No.	HR-25.10
Policy	Working Hours
Date	July 16, 2009

1. Purpose

The policy states the normal working hours, related expectations for THA staff, and the circumstances for overtime, compressed work weeks, and other variations from the normal work schedule.

2. Sources for Policy

This policy governs THA's customary authority as an employer to set the hours of work. This authority is subject to collective bargaining agreements and wage and hours laws, where applicable. *See:*

- ▶ Collective Bargaining Agreements;
- ▶ Washington Law on Hours of Labor, Chap. 49.28 RCW;
- ▶ Washington Minimum Wage Act, Chap. 49.46 RCW; Chap. 296-128 WAC;
- ▶ Fair Labor Standards Act of 1938, 29 USC § 201 et seq.; 29 CFR Part 541.

3. Scope of Policy

This policy applies to all THA employees. Its application depends on whether an employee is governed by a collective bargaining agreement and whether he or she is exempt from state and federal wage and hours laws.

4. Who is Responsible for Implementing Policy

Who	Responsibilities
<i>Human Resources Dept.</i>	Human Resources is responsible for monitoring compliance with this policy.
<i>Supervisors</i>	Supervisors must assign working schedules pursuant to this policy.

5. Definitions

<i>Exempt; Non-exempt</i>	Exempt refers to employees who are exempt from wage and hour laws. Non-exempt refers to those employees whose wages and hours are governed by wage and hour laws.
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6. Forms Associated with this Policy

<i>THA Form HR-25.10(1)</i>	<i>Alternative Work Schedule Application</i>
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7. Policy

7.1 Assigned Work Schedule

THA's workweek consists of seven days and begins at 12:01 am on Saturday and ends at midnight the following Friday. Supervisors shall set the daily hours of work for each staff person as necessary for THA's efficient operation.

7.1.1 Typical Full-time Hours in a Workweek and Workday

The typical workweek shall consist of forty (40) hours. The regular workday shall consist of eight (8) hours. Other work schedules are adopted as authorized. It is understood that the provisions of this policy should not constitute a guarantee of hours of work per day, or days of work per week or for any period whatsoever.

7.1.2 Typical Range of Working Hours

THA's normal business hours are from 8 AM to 4:30 PM, Monday through Friday, except holidays.

- Non-Union, Exempt Positions: Exempt staff schedules are dependent upon job requirements and are the responsibility of the employees and their supervisor.
- Non-Exempt (Hourly) Positions: Non-exempt staff on a 40-hour standard work week receive an unpaid one-half hour lunch break. Staff will have an additional ½ hour paid lunch on payday (straight time.) Scheduling of meal periods is at the discretion of the supervisor.
- Rest Period: Staff shall have one paid rest period of fifteen (15) minutes in the morning and one paid rest period of fifteen (15) minutes in the afternoon. Scheduling of rest periods shall be at the discretion of the supervisor.

7.2 Overtime Pay

Overtime must be authorized in advance by the employee's supervisor. Supervisors must avoid overtime as much as possible within the limits of efficient operation in order to avoid its expense.

7.2.1 Overtime Pay by Classification

- Non-Union, Exempt Positions: Non-union, exempt positions are not eligible for overtime.
- Non-Union, Non-Exempt Positions: Authorized hours worked over forty (40) hours per week are paid at time and a half.
- OPEIU and Trades Council Positions: Authorized hours will be compensated according to the appropriate covering collective bargaining agreement.

7.3 Alternate Work Arrangements

Alternative Work Arrangements refers to work arrangements that are variations from the typical workday and/or workweek. Flextime refers to fluctuating starting and ending times during the workday and/or workweek. Compressed workweeks refer to working the equivalent of a full-time week in fewer than five days.

The agency will consider alternative work arrangements that allow employees to balance work and personal commitments while ensuring the operational/business needs of the department and/or agency are met. The supervisor must approve the alternative work arrangement option prior to implementation and must determine that such alternate arrangement mutually serves the best interest of the department, agency and the employee.

A supervisor may assign or a supervisor and an employee may agree on a flextime schedule outside the normal range of working hours. When the employee is a union employee, the assignment or agreement must comply with the appropriate collective bargaining agreement.

7.3.1 *Alternative Work Arrangement Requests*

Employees interested in being considered for an alternative work arrangement should discuss the options with their supervisor and/or a Human Resources representative. Alternative work arrangements cannot be granted automatically but will be considered on a case-by-case basis, based on job-related factors such as the nature of the employee's job, departmental work flow, and customer service needs. In addition, because working an alternative work arrangement is considered a privilege, to be eligible for consideration for an alternative work arrangement option, the employee must meet the following criteria before being granted authorization to work an alternative work arrangement:

- Have been employed for a minimum of one hundred twenty (120) days and have successfully completed their probation period (new hires and transfers).
- Meets deadlines, produces quality work and has maintained/sustained acceptable levels of work performance, conduct/behavior and/or attendance as reflected in their probation and/or annual performance evaluation.
- Not currently in disciplinary status.
- If the employee decides to apply for an alternative work schedule, s/he must complete and sign the *THA Form HR-25.10(1) Alternative Work Schedule Application* and submit the request to the supervisor to initiate the approval process. The supervisor, in consultation with Human Resources, will review the request and either: (1) approve; (2) make recommendations concerning or; (3) deny the alternative work arrangement request. If approved, the request will be forwarded to the department director for final approval. The alternative work arrangement cannot commence until the approval process has been completed in its entirety.

7.3.2 *Flexible Work Schedule (Flextime)*

A flextime alternative work schedule allows employees to adjust their arrival and departure times subject to management/supervisory approval and the operational/business needs of the agency and/or department operational needs. However, the agency and/or department is responsible for establishing hours of operations.

Flextime schedules typically allow the employees to choose their daily starting and ending hours within certain limits. Examples of flextime hours include variable arrivals e.g., 7:00 am through 9:00 am or according to the department operational needs. Flextime might not be feasible within some departments based on their operational needs.

Employees are required to be at work during their defined “scheduled hours” during the day and they must work a standard eight (8.0) hour day for non-exempt employees.

Flextime schedules must be fixed for the term of the agreement – usually a minimum of three months – and cannot vary day to day or week to week.

It is assumed that all exempt employees who request an alternative work arrangement option will work a minimum of forty (40) hours per week and will willingly include as a part of their regular work week additional work time to meet outside of normal work schedules, to handle short-term projects, and to satisfy weekly work requirements.

7.3.3 *Compressed Work Week*

A compressed work week allows full-time employees to work longer days for part of the week or pay period, in exchange for shorter days, or a day off each week or pay period. Compressed workweeks are most appropriate in situations in which employees do not have to keep pace with incoming work on a daily basis or where there are several employees that perform the same job. The following are examples of compressed workweek schedule options available to employees and their supervisors/managers. However, supervisors/managers can establish other compressed work week schedules in consultation with their department director and Human Resources:

Four-day Workweek – (40 Hours). Employees would work four 10-hour days and would take off one (1) work day per week. This schedule must be fixed for the term of the agreement – usually a minimum of three months – and the day off cannot vary week to week or month to month.

It is assumed that all exempt employees who request an alternative work arrangement option will work a minimum of forty (40) hours per week and will willingly include as a part of their regular work week additional work time to meet outside of normal work schedules, to handle short-term projects, and to satisfy weekly work requirements.

7.3.4 *Holidays for Compressed Work Week*

No employee is eligible for more than eight (8) hours of holiday pay per holiday. For an employee working a 4x10 work schedule, if a holiday falls on an employee's regularly scheduled 10 hour work day, the employee will be credited with 8 hours of holiday pay for that day. The employee, if they wish to maintain full pay status for that week may apply 2 hours of accrued vacation time to the 8 hours of paid holiday (to complete the 10 hours normally worked and paid), or work the additional 2 hours sometime within that workweek to complete the 40-hour week.

If a holiday falls on regularly scheduled work day off for employees assigned to a 4x10 flex-time schedule, the employee will switch to a regular 5x8 schedule that week. The employee may either take the holiday off and work 8 hour work days for the rest of that work week, or with their manager's authorization, the employee will receive 8 hours holiday pay in addition to payment for regular hours worked.

7.3.5 *Modification, Suspension or Termination of Alternative Work*

The agency and/or the supervisor reserves the right to modify, suspend or terminate the employee's alternative work arrangement option at any time based on departmental/operational needs, staffing requirements, the employee's unacceptable performance, his or her violation of the agency's Human Resource Policies, disciplinary action against the employee, or the employee's failure to maintain and/or fulfill normal work requirements, both qualitative and quantitative which may result in corrective action.

Employees may request to terminate the alternative work arrangement by providing reasonable notice to their supervisor and obtaining supervisory approval.

If either THA or the employee needs to terminate an alternative work arrangement, they will provide reasonable notice of termination to the other.

Employees who commence an alternative work arrangement without completing the required request forms and/or have not received an approved request form from their manager/supervisory may be subject to disciplinary action, up to and including termination.

7.4 **Attendance and Tardiness**

Employees are responsible for attending work on time and on any assigned schedule. An employee who is unable to report to work on time must notify his or her supervisor in advance if at all possible. Failure to do so may be cause for disciplinary action unless the employee can show extenuating circumstances that prevented the notice.