

04-16. Alternative Work Schedules

Internal Policies and Procedures of the Utah State Board of Education
Policy # 04-16
Subject: Alternative Work Schedules
Effective Date: Revision Dates: 4/30/2018
Purpose: To provide USBE employees an appropriate work-life balance; and strive for high employee morale, productivity, retention, and efficiency.
Policy: Upon approval by an employee’s supervisor, a USBE employee may work an alternative work schedule (AWS), outside of the normal schedule of 8:00 am – 5:00 pm Monday-Friday, within the parameters set in this policy.
References: DHRM Administrative Rule DHRM Rule R477-8-1. Work Week

Procedures:

- A supervisor should coordinate employees’ work schedules, ensuring that the area is adequately covered during normal operating hours, and also ensure that flexibility in work shifts and locations does not diminish the quantity and quality of work.
- Before approving an AWS request, a supervisor shall ensure that the employee has a satisfactory attendance record, is meeting performance goals and expectations, and consistently demonstrates the ability to complete tasks and assignments timely.
- When considering an AWS, a supervisor should consider the following:
 - an employee on an AWS should maintain or increase personal productivity;
 - the nature of the employee's work and responsibilities must be conducive to an AWS without causing significant disruption to performance or service delivery;
 - the implementation of an AWS should not add a cost to the USBE;
 - an AWS should be customized based on the USBE’s needs, customers needs, and the employee’s needs for flexibility; and
 - the needs and schedules of co-workers should be evaluated and balanced with the needs of the requesting employee;
 - reasonable adjustments should be expected by both the requesting employee and co-workers to make an AWS successful.
- Each AWS arrangement should be implemented on a trial basis, with periodic evaluations occurring at the supervisor's discretion.
- A USBE employee is not entitled to an AWS, which is not a universal employee benefit.