


<b>Category:</b>	Employee Accountability	<b>INCA Community Services Personnel Policy</b>  
<b>Sub Category:</b>	Work Responsibilities	
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<b>Forms:</b>		
Responsible: Human Resource Director, Program Directors, Executive Director		

## Work Schedule Policy

### Policy

INCA Community Services, Inc. is committed to helping employees face the demands of juggling work, family, and life and life-related issues by offering a number of possible flexible work arrangements. These arrangements cannot diminish the quality of the services given by the agency. Flexible work arrangements are not appropriate for all employees or positions and are not a universal employee benefit.

### INCA's Workweek Defined

In accordance with provisions of the Fair Labor Standards Act, the official work week of INCA Community Services, Inc., shall consist of a calendar week which begins at 12:01 a.m. Sunday and ends at midnight the following Saturday night.

### INCA's Work Schedule

- The **normal workweek** of the agency is eight hours per day, forty hours per week.
  - Alternative work schedule may be approved and may be variable from week to week, but in no event will the work schedule be in excess of forty hours.
  - Alternative work arrangements and potential schedules must be approved with consent of the Executive Director prior to announcement and implementation.
- The **Agency Core Hours** are defined as 8:00 a.m. - 5:00 p.m. with an hour lunch.
- An unpaid meal period will be provided during the normal work period. The meal period will be as close to the midpoint of the normal work period as practical giving due consideration to the efficiency of the Agency's affairs.
- **Breaks:**
  - Each employee shall be entitled to two fifteen-minute breaks, one to be taken before meal period and one after meal period.
  - Such breaks will not be used to extend lunch hours or to shorten the normal work period.

It is the inherent responsibility of each supervisor to enforce this work policy and to discipline employees that do not adhere.

### Alternative Work Schedules

Alternative work schedules provide employees with increased flexibility with their work schedule while allowing INCA to maintain a progressive and productive work environment. Alternative work scheduling is an opportunity to maintain employee productivity through various forms of creative work scheduling.

Alternative work arrangements are not appropriate for all employees or positions and are not a universal employee benefit.

INCA's employees will be considered for alternative work scheduling on a case-by-case basis in situations where creative work schedules have been shown to accomplish both work and personal goals, to provide coverage for program operations, and to serve as a whole with increased productivity at no expense to quality output.

Several alternative work schedule options are available to employees:

- **Flextime**, in which an employee works designated hours per week (part time/full time), but there is flexibility in an employee's set scheduled starting and ending times. Some employees, due to family or personal obligations or preferences, work very early in the morning and leave earlier in the afternoon. Other flextime employees may prefer or need to start later in the day and work into the evening,
- **10-hour day, four-day workweek**, in which an employee works 10 hours per workday, reducing the workweek to four days a week.
- **Nine-hour day, half-day on Friday**, in which an employee works nine-hour workdays Monday through Thursday and four hours each Friday.
- **Job-sharing**, in which two part-time employees are assigned to the same job equivalent to one full-time employee. The position is shared between the two employees. Job-sharing, as an alternative work schedule, must ensure the continuity of the work being done at the same workstation, with two individuals working as a team to accomplish one full-time position's duties.

### **Approval of flexible work schedule**

Flexible work arrangements are not appropriate for all employees or positions and are not a universal employee benefit.

The following conditions must be met for a flexible work schedule to be approved:

- The employee must have a satisfactory attendance record, meet all performance expectations in his or her current role, and consistently demonstrate the ability to complete tasks and assignments on a timely basis.
- The nature of the employee's work and responsibilities must be conducive to a flexible work arrangement without causing significant disruption to performance and/or service delivery.

### **Staffing Responsibility**

The program director is responsible for identifying, if any, of the aforementioned staffing options are workable within the program. This may include determining if the entire department or an entire shift must convert to one or more of the above alternative scheduling options. To determine whether an employee's request for an individual alternative work schedule is appropriate, the director must assess the impact and the outcome in terms of production, quality and absenteeism, and if one or a combination of the above arrangements is in the best interests of the department, INCA and employee.

### **Trial period**

There will be a six-month trial period to assess the impact of the flexible work arrangement. After successful completion of the trial period, the work arrangement will be reviewed at least annually thereafter to ensure continued success. The arrangement may be canceled for any reason by management. An employee wishing to change or cancel an alternative work arrangement must obtain written approval from his or her director with consent from Executive Director.

#### **RAVE Guidelines (Developmental Disability Program)**

The Habilitation Training Specialist (HTS) work schedule will be determined by the specifications of the Individual Habilitation Plan (IHP) of the respective consumer, in coordination with the Department of Human Services Case Manager and the consumer's family or guardian. The work schedule, in some instances, may be variable from week to week, but in no event will the work schedule be in excess of forty hours within any given workweek unless such excess work has been specifically been requested through the plan of care, case manager and/or emergencies not expected.

#### **Employee Responsibilities**

These alternative schedules are devised to benefit both the employee and the agency.

- Employees who are requesting an alternative work schedule must submit in writing to their immediate supervisor with a request and reason why they need an alternative schedule.
- Employees must meet the demands of their duties each week in order to maintain the work schedule.
- Employees may be denied an alternative work schedule due to the responsibilities of their jobs and should not cause disrupt in the workplace with other staff members who have been approved for an alternative schedule. Some positions/offices may not fit the alternative work schedule need.
- Employees who have been granted a request for an alternative work schedule must be able to maintain their schedule appropriately each week.
- Meal periods and breaks may not be forfeited in order to shorten a work day.

#### **Dissemination of Policy**

The policy will be made available to all employees through the agency's website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.