

## PURPOSE

The Michigan Department of Health and Human Services (MDHHS) requires supervisor approval for employees who volunteer for non-traditional work schedules that include telecommuting based on the guidelines in this item.

## DEFINITIONS

**Alternative Work Schedule:** Any work week schedule that in part falls outside the core business hours, such as. flexible, compressed, modified or adjusted work schedules.

**Core Business Hours:** 8:00 AM to 5:00 PM, Monday through Friday, for general business operations. Individual alternative work schedules are between the hours of 6:30 am and 7:00 pm with a minimum one-half hour lunch. Work schedules must begin no later than 9:00 am.

**Compressed Work Week:** Consists of a regular bi-weekly work schedule of 80 hours, where workdays are up to 12 hours in duration, with the number of workdays reduced. A common compressed work week is a four-day, 10-hour schedule.

**Compressed Time (Non-Exempt Employees):** A 40-hour work week schedule completed in less than the standard 8-hour, 5-day schedule. This applies to employees who are eligible for overtime. Options are any combination of hours which do not exceed 40 hours/week. Examples are four 9-hour days and one 4-hour day, or four 10-hour days. Lunch breaks must be at least one-half hour. Do **not** approve a compressed work schedule for non-exempt employees who work more than 40 hours a week because they are eligible for overtime. The compressed work schedule cannot vary from pay period to pay period. Maintain and monitor service levels in a manner acceptable to customers and management.

**Compressed Time (Exempt Employees):** A 80-hour work schedule completed over the course of the bi-weekly pay period. This applies to employees who are not eligible for overtime. Schedules may be comprised of any combination of hours which ensure a minimum of 80 hours work. Lunch breaks must be at least one-half hour. The compressed work schedule cannot vary from pay period to pay period. Maintain and monitor service levels in a manner acceptable to customers and management.

**Modified Work Schedule:** Allow employees flexibility in when they start and stop work and may even include which days they report. The schedule may be regular or may be flexible daily.

**Telecommuting:** A work arrangement where eligible employees may perform their job responsibilities away from the office worksite in compliance and accordance with an approved telecommuting agreement.

**Voluntary Work Schedule Adjustment Program (VWSAP):** A mutually agreed upon arrangement that allows an employee to voluntarily take unpaid time off for a portion of the pay period (Plan A) or year (Plan C). Benefits continue during the reduced schedule. Exhaust banked leave time (BLT) hours prior to the use of unpaid Plan A or Plan C hours.

**Employee in Good Standing:** An employee who has no active corrective or disciplinary action in their personnel record, is not on an interim service rating and who had a meets expectations or satisfactory performance rating in the annual rating period prior to the requesting approval for an alternative work schedule or telecommuting.

## **POLICY**

Hospitals, centers, juvenile justice facilities and local offices may permit employees to work an alternative work schedule or telecommute based on the employee's classification, duties, responsibilities as well as the locality's business or operational needs of the locality.

Employees are not entitled to an alternative work schedule or to telecommute. Management is the sole authority in determining the appropriateness of any application as it relates to the employee making the request and the localities business and operational needs. The approval of one employee's alternative work schedule or telecommuting does not grant a right or entitlement to any such similar schedule or arrangement for another employee.

Some positions will not be eligible for alternative work schedule or telecommuting based on the duties, responsibilities or office coverage needs during core business hours.

Pursuant to any notice requirements of the Michigan Civil Service Commission (CSC) rules or regulations or applicable collective bargaining agreement management may modify or abolish

alternative work schedules or telecommuting privileges of any individual or individuals with or without cause or explanation.

An employee who is not in good standing as it relates to performance or conduct may be denied the privilege of working outside core business hours.

Employees who are on alternative or modified work schedules will revert to a work schedule that consists of five 8-hour work days during weeks or pay periods with state holidays. If work schedules cannot be changed to five 8-hour days, annual leave is used to supplement the eight hours paid time off for the Holiday.

**Example:** Employee works 10-hour days. Holiday pay is 8 hours. Employee supplements with 2 hours of annual leave to ensure payment for 40-hour week.

## TELECOMMUTING

Work arrangement whereby eligible state classified employees may perform their job responsibilities away from the office work site, in accordance with approved telecommute agreements. Employees may **not** telecommute more than one day per week and cannot telecommute and work a compressed schedule or participate in a voluntary work schedule adjustment program if it results in the employee being out of the office more than one day per week.

MDHHS management is responsible for determining the work that is appropriate for telecommuting. MDHHS management is also responsible for determining the business functions, if needed, required for telecommuters to complete their job, such as computer use, software and telephone use.

MDHHS management may authorize telecommuters to use employee-owned computer hardware equipment, software and other devices deemed necessary to perform assigned work away from the official work location.

Employees may **not** use employee owned computers to access sensitive data nor can the employee place sensitive data on employee-owned storage media. They must use state-owned equipment to access sensitive data.

MDHHS management and telecommuters are responsible for determining the telephone requirements to perform the work. The telecommuter is responsible for having telephone service at telecommute site and must incur all expenses.

For more information on telecommuting see State of Michigan (SOM) Office of State Employer/ Employee Resources/ [Alternative Work Schedule & Telecommuting](#) Policy Number 1.1 and 1.2.

**Note:** Employees who have a work-from-home assignment are not considered to be telecommuting. Mobile workers, such as services specialists are not considered to be telecommuting.

## PROCEDURE

### Modified Work Schedule

#### Administration Deputy Director

The administration deputy director determines and communicates if modified work schedules are available to employees of bureaus under his or her jurisdiction.

#### Employee

The employee submits a request to his/her immediate supervisor/manager for approval.

**Note:** This option does not require completion of a form.

#### Supervisor

The supervisor reviews request to ensure requirements set forth in the policy guidelines are met; approves if applicable and communicates with employee. If a request is denied, communicates with employee and forwards a copy of the original request and reason for denial to central office human resources.

### Compressed Work Schedule

#### Administration Deputy Director

The administration deputy director determines and communicates if modified compressed work schedules are available to employees of bureaus under his or her jurisdiction.

**Employee**

The employee fills out a DHS-964, Alternative Work Schedule Request, form.

**Supervisor(s)/Division Director/Hospital Center Director**

The supervisor(s), division director, or hospital center director reviews requests to ensure requirements set forth in the policy guidelines are met; approves if applicable and forwards to the division director, then to the bureau director, for approval. If a request is denied, communicates with employee and forwards a copy of the original request and reason for denial to central office human resources.

**Bureau Director**

The bureau director compiles, reviews, and approves/disapproves requests, and forwards approved requests to the applicable human resources office. If a request is denied, communicates with employee's supervisor and forwards a copy of the original request and reason for denial to central office human resources.

**VWSAP****Employee**

To apply for the Voluntary Work Schedule Adjustment Program, complete the [State Of Michigan Voluntary Work Schedule Adjustment Agreement](#).

**Supervisor**

The supervisor:

1. Ensures employees unpaid leave does not affect work area coverage.
2. Approves or denies request.
3. When denying a request, provides a brief explanation of the operational reason for the denial and forwards to the division or office director for approval or denial.

**Division, Bureau, Office, Hospital or Center Director**

The division, bureau, office, hospital or center director reviews, approves or denies requests.

If the request is denied, provides a brief explanation of the operational reason for the denial and notifies the supervisor.

Forwards approved or denied request to the applicable Human Resources office for processing at least 15-working days prior to the effective date of the plan.

### **Field Operations Administrator (FOA) and Children Services Administrator (CSA)**

Forward field operations and children services division approvals to FOA or CSA respectively for review.

If the request is denied, provide a brief explanation of the operational reason for the denial and notify the division or office director.

Forward approved or denied request to central office human resources for processing at least 15 working days prior to the effective date of the plan.

### **Human Resources**

- Enters approved voluntary work schedule hours into SIGMA.
- Returns completed copy of VWSAA to the employee.
- Files VWSAA in employee's personnel file.

## **Telecommuting**

### **Employee**

To apply for the telecommuting, complete the [Telecommuting Application and Agreement](#).

### **Supervisor**

The supervisor reviews request to ensure requirements set forth in the policy guidelines are met; approves if applicable and forwards to the division or bureau director along with an attached written recommendation that includes the specified work to be done away from the official work site and how said work will be monitored and measured. If a request is denied, provides a reason for denial.

### **Division Bureau, Office, Hospital or Center Director**

The division bureau, office, hospital or center director reviews the request and written recommendation for decision and forwards to administration deputy director for approval or denial.

**Administration Deputy Director**

The administration deputy director reviews the request along with the attached recommendation and approves/denies and forwards to the chief deputy director for review.

**Human Resources**

Human Resources notifies the affected parties of the decision and retains original request.

**AUTHORITY**

Applicable Civil Service [Rules](#) and [Regulations](#).

Alternative work schedule and telecommuting policy found on the [Office of State Employer \(OSE\)/Employee Resources/Employee Service Program](#) website.

Applicable collective bargaining agreements found on the [Office of State Employer \(OSE\) Labor Relations](#) website.

**CONTACT**

For more information contact human resources.