

NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES (NNAMHS)  
POLICY AND PROCEDURE

SUBJECT: FLEXIBLE SCHEDULE / VARIABLE WORKDAY

NUMBER: NN-HR-33

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ORIGINAL DATE: 06/01/08

REVIEW/REVISE DATE: 09/18/08, 5/21/09, 4/15/10, 3/21/13

APPROVAL: Cody L. Phinney, Agency Director

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I. PURPOSE

To establish the use of alternative work schedules as a tool to strengthen employee morale, increase productivity, enhance customer service, meet the unique workforce needs, and control costs.

II. POLICY

NNAMHS supports the use of alternative work schedules by employees when these schedules are consistent with 24-Hour consumer care and efficient and effective agency operations.

III. REFERENCES

1. Mental Health and Developmental Services Policy (MHDS) 5.026 Alternative Work Schedules.
2. MHDS Policy 5.010 Leave Usage.
3. NNAMHS Policy NN-HR-32 Scheduling Process for 24-Hour Consumer Care Positions.

#### IV. DEFINITIONS

1. Standard Work Week (NAC 284.100) - The standard workweek means a work schedule of five shifts with the same number of hours each day and a maximum of 40 hours per week throughout the year. The work schedule is Monday through Friday.
2. Non-Standard Work Week (NAC 284.072) -The non-standard workweek means a work schedule of five shifts with the same number of hours each day and a maximum of 40 hours per week throughout the year. The work schedule is other than Monday through Friday.
3. Innovative Work Week (NAC 284.067) - The innovative workweek means a work schedule that differs from standard or non-standard workweek.
4. Variable Work Schedule (NRS 281.100) A variable work schedule may be a permanent work schedule as with an innovative workweek. It is also commonly used in conjunction with a standard or non-standard schedule to allow for flexibility in hours when unforeseen circumstances arise. The variable workday is available to an employee through a voluntary written agreement between the employee and the employer. A variable schedule includes the option of flexible scheduling.
5. A Variable Workday is a workday that is flexibly scheduled to primarily meet the priorities of the agency and offer a more accommodating schedule for the employee). By agreement, prior to the scheduling of variable workday, eligible employees who chose and are approved for flexible scheduling may work time in excess of 8 hours a day but not 40 hours in a week.

#### V. PROCEDURES:

1. Any employee considering variable workdays as part of a flexible schedule will complete the Request for Variable Workday Schedule.
2. All variable workdays will be pre-approved by the supervisor prior to changing the scheduled workday.
3. Prior to approving a variable workday schedule, the following factors shall be considered:

- a. Consumer Hours - Operating hours for NNAMHS inpatient services is 7 days a week 24 hours a day. Operating hours for NNAMHS Outpatient Services are 8:00 a.m. to 5:00 p.m. Monday through Friday.
- b. Time/Scheduling Limits - Scheduling limits for NNAMHS will be set at a maximum of twelve hours worked in a 24-hour period to ensure maximum performance. Start and quit times will be set in consideration of meeting the agency's top-level priorities in consumer care.
- c. Specific Job Classifications - Each job will be individually considered for variable workday schedules with the goal to ensure all top-level priorities in consumer care are met while presenting employees with opportunities if available.
- d. Supervision - Each request for a variable workday schedule will be considered only when adequate coverage is available.
- e. Systems/Administrative Support - A request for variable workday schedule will be first evaluated as to systems and administrative support needed and available prior to consideration of the proposed schedule.
- f. Security - A request for variable workday schedules will be first evaluated as to the security issues presented to consumers and staff prior to the consideration of the proposed schedule.
- g. Energy Conservation - Acceptance of a variable workday schedule will not disrupt the efficient operation of facilities nor cause undue expenditure of energy or resources.
- h. Attendance and Leave - Leave usage for individuals working a variable workweek will be in accordance with Division Policy 5.010. The scheduled workday will be consistent in both scheduling and leave usage.
- i. Revocation - Approval may be temporarily revoked in the event of an emergency to ensure consumer care. The Variable Workday Schedule can be revoked permanently with a 30 workday notice or earlier date upon mutual agreement.

- j. Policy Communication - This policy will be clearly communicated to all employees and training provided where necessary.
1. The Request for Variable Workday Schedule must be signed, by the employee, supervisor, and the appointing authority prior to the employee being allowed to work more than 8 hours in a day.
  4. The variable schedule must be worked within a 40 hour period beginning Monday and ending the following Sunday.
  5. All flexible scheduling must be entered in the Notations Section of the NEATS employee timesheet and verified by the supervisor (by initialing and approving).
  6. Every attempt will be made to offer flexible scheduling for hours outside of the regular work schedule in lieu of the use of compensatory time or overtime pay.
  7. When the employee and the supervisor agree to utilize flexible scheduling, it can only be rescinded by mutual consent prior to use.