

Division of Mental Health and Developmental Services

Policy #5.026 - Alternative Work Schedules

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Policy: To establish the use of flexible work arrangements as a tool to strengthen employee morale, increase productivity, enhance customer service and control costs consistent with the Executive Order by the Governor dated November 29, 2000.

Purpose: To ensure that MHDS agencies implement policies which meet their unique workforce needs within the requirements of the Governor's Executive Order and relevant law, regulation, and policy provisions.

Procedures:

I. Each agency shall develop a policy providing for alternative work schedules within the parameters of the general definitions and guidelines below, and in keeping with relevant law, regulation, and policy. Although Division policy 4.041 is titled "Scheduling of 24-Hour Client Care Positions," it contains a discussion of agencies' top priority considerations when making scheduling decisions which are relevant in other scheduling decisions as well. NRS 281.110 requires that state offices remain open to the public from 8 a.m. to 5 p.m., Monday through Friday.

II. General Definitions

A. 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.

B. 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.

C. Innovative Work Week (NAC 284.067)

The innovative workweek means a work schedule that differs from standard or non-standard workweek.

Example: (one-hour meal period)

6:00 a.m. - 5:00 p.m. Monday - Thursday (4-10's)

OR

7:00 a.m. - 4:00 p.m. Monday and Tuesday; plus

6:00 a.m. - 3:00 p.m. Wednesday and Thursday, and

9:00 a.m. - 6:00 p.m. Friday

D. Variable Work Schedule

A variable work schedule may be a permanent work schedule as with an innovative workweek. The schedule 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, sometimes referred to as a “flex” schedule, may be used as provided by NRS 281.100.

All employees who choose and are approved for the variable workday may use this schedule with prior approval of the supervisor.

The employee, supervisor, and appointing authority must have signed a Request for Variable Workday Schedule prior to the employee being allowed to work more than eight hours in a day. The variable schedule must be worked within a 40-hour period beginning Monday and ending the following Sunday.

Classes and positions eligible for a variable workweek schedule will be subject to approval by the appointing authority.

III. Guidelines for Agency Policies

Each agency must address the following factors in their alternative work schedule policies.

- A. Client Hours - Each agency policy must specify operating hours for client service that meet or exceed the requirements of NRS 281.110.
- B. Time/Scheduling Limits - Agency policies must specify the scheduling limits for alternative work schedules, to include the total number of hours an employee is able to work in a twenty four hour period, and may include the earliest start times and latest quit times.
- C. Specific Job Classifications - Agency policies must identify which job classifications will be allowed to participate in which alternative work schedules.
- D. Supervision - Each agency policy must provide for adequate supervisory coverage for employees working innovative workweeks.
- E. Systems/Administrative Support - Agency policies must consider the availability of systems and administrative support for employees approved for an alternative work schedule.

- F. Security - Each agency policy must address building security issues in conjunction with the approval of alternative work schedules.
 - G. Energy Conservation - Each agency policy must address energy conservation issues consistent with the Governor's directives.
 - H. Attendance and Leave - Each agency policy must include specific information regarding leave usage requirements for employees who request and are approved for an innovative workweek involving workdays exceeding eight hours.
 - I. Each agency policy must specify that employees requesting innovative work schedules other than 8 work hours in a day must sign a Variable Work Day Agreement.
 - J. 24-Hour Facilities - Each agency policy must specify whether alternative work schedules are available to staff in 24-hour facilities while ensuring appropriate levels of client care are provided.
 - K. Approval Process - Each agency policy must specify the approval process for alternate work schedules, and should indicate that the agreement may be revoked at any time if the schedule no longer serves the needs of the agency.
 - L. Policy Communication - Each agency policy must be clearly communicated to all employees and training provided where necessary.
- IV. Job Sharing and Career Part-Time Employment

Agencies may adopt a policy to allow job sharing and/or career part-time employment based on available funds. Career part-time employment is defined as less than full-time employment.



Administrator

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