



Policy:	Reduced Work Schedule	
Date: September 19, 1996	Revision Date: July 24, 2016	Approved by: Human Resources

I. POLICY STATEMENTS

Eastern Municipal Water District (District) considers all positions authorized as full-time regular to require the presence of an incumbent on a full-time basis. On an exception basis, the District will make an effort to adapt work schedules to family care needs where possible, while recognizing that in some work units the business demands are such that management has little, if any, room for flexible schedules. Supervisors and employees are encouraged to explore flexible options, including reduced work weeks, as long as the production of the work unit will not be negatively impacted.

A reduction in the existing work hours of a position, when requested by an employee, must be approved by the department head, appropriate Deputy or Assistant General Manager and the General Manager. Department Directors or Assistant and Deputy General Managers may authorize a change in work hours that does not reduce the work schedule to less than 40 hours/week or 80 hours/pay period. This policy applies to employee requested work schedules only.

II. GUIDELINES FOR CONSIDERING REQUESTS FOR REDUCED WORK SCHEDULES

- Is the request for a permanent change or for a specified period of time?
- How will the position’s workload be maintained?
- How does the employee’s absence impact work flow within the department?
- What is the impact to the department’s productivity?
- How will approval of the request impact other employees in the department and branch?
- How many other employees are currently on a reduced work schedule? The number of employees in full-time regular positions, working a reduced work schedule at their request, may not exceed 10% of the total number of full-time regular employees in the department.

III. DISTRICT BENEFITS FOR EMPLOYEES WORKING A REDUCED SCHEDULE

When the District accommodates an employee’s request for a reduced work schedule in a full-time regular position, the District’s contribution for medical, dental, and vision insurance will be prorated based on the number of hours the employee works. Any amount remaining unpaid for medical, dental, or vision insurance premiums after the District’s adjusted contribution will be the employee’s responsibility. Paid Time Off (PTO) accruals, as well as

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holiday and floating pay, will be prorated based on the number of hours the employee is working.

Proration of the employee's benefits and accruals will be effective at the start of the next pay period after the approval of the General Manager is obtained, and will continue until Human Resources receives notification from the department that the employee has returned to a full-time work schedule.

IV. PROCEDURE FOR SUBMITTING A REQUEST FOR REDUCED WORK SCHEDULE

To request a reduced work schedule, the employee should complete the "Employee Request for Reduced Work Schedule" form found on the "**Intranet**", or available from the Human Resources office. Once the approval of the General Manager is obtained, the form is sent to Human Resources for processing.

Requests for a reduced work schedule, if approved, will initially be for a three-month trial period. At the conclusion of the trial period, the department will determine if the reduced work schedule will continue. The same guidelines provided above should be used to guide the department's decision to approve the reduced work schedule beyond the three-month trial period.

V. FURTHER CLARIFICATION

An employee working a reduced work schedule at his/her request may return to a full-time work schedule at any time by notifying their supervisor/department head. Human Resources should be notified immediately to ensure benefits are adjusted back to full time.

No more than 10% of the employees occupying full time regular positions in a department may be on an employee-requested reduced work schedule.

An employee whose work hours have been reduced at their request is not to be confused with employees hired and working in regular part-time positions. Regular part-time employees (e.g. 20 hrs/week) receive one hundred percent of the District's contribution for medical, dental, and vision insurance; however their PTO and holiday pay are prorated based on the number of hours they work. The difference exists because it would be unfair for employees hired into full time regular positions but working on a part-time basis to receive the same level of benefits as employees hired into full time regular positions and working full time.

AUTHORIZED SIGNATURES ON FILE