



## POLICY

Chatham Area Transit supports and fosters a work environment that enables work-life balance. In support of work-life balance, administrative full-time employees are eligible to request alternative work hours – either flexible work hour or a compressed work week. Alternative work hour requests must be approved by the employee's department manager, the appropriate Chief and the Executive Director/CEO.

## Definitions

**Compressed Workweek:** Designed to allow eligible employees to work longer scheduled days of work, with the intent of working fewer than 10 work days in each pay period.

**Flextime:** Designed to allow staff members the opportunity to work “core hours” with either early or late beginning/ending of the workday.

## Flexible hours

Flexible hours consist of daily work hours other than the standard work hours. To be approved, flexible hours must meet the following criteria:

- The employee must work full-time
- The employee must be in the office during the core business hours of 9:30 a.m. to 3 p.m.
- The employee may choose to take a shortened lunch hour, of not less than 30 minutes, in order to accommodate flexible work hours
- The flexible hours must not impact the employee's ability to perform job requirements to their manager's satisfaction
- The employee must maintain a satisfactory or better performance rating
- The flexible hours must not impact the requirement for functional employee coverage during the standard business hours for the department

## Procedure

Interested employee(s) may submit a Flexible Work Arrangement Request to his/her immediate department manager.

The applicable department manager will review the Flexible Work Arrangement/Management Consideration Checklist prior to approving such request.

Upon approval of applicable department manager, the chief and Executive Director/CEO must also approve such arrangement.

Flexible hour arrangements will be reviewed on a regular basis (at least once a year) and may be revoked if management determine that any of the criteria are not being met.

## APPLIES TO:

All employees of employees, candidates for employment, passengers, customers and the general public for Chatham Area Transit Authority.