

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 policy. Approval must be conditioned on the managerial ability to monitor and maintain acceptable service levels.

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 either:

- Four 9-hour days and one 4-hour day.
- 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.

Compressed Time (Exempt Employees)

An 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.

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, probationary or otherwise, who has no active corrective or disciplinary action in their personnel record and, is not on an interim unsatisfactory or needs improvement service rating at the time of the request 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. Requests will be evaluated by management and will

be approved or rejected based on operational needs and best practices as determined by management in its sole managerial discretion. Each request will be evaluated on a case by case basis. The approval of one request does not grant a right or entitlement to any such similar schedule or arrangement for another employee.

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.

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.

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 are required to 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

Management is solely responsible for determining the work that is appropriate for telecommuting. Management is also responsible for determining the operational needs and the business functions required for telecommuters to complete their job, such as computer, software, telephone, VPN, etc.

Requests to telecommute may be approved for one or more days per week at the sole discretion of management. Employees are prohibited from telecommuting without the prior approval of management.

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.

The telecommuter is responsible for having telephone and internet service at their approved telecommute site prior to engaging in any telecommuting related activities. Employees may be required to return to the worksite during any periods where services are interrupted. MDHHS is not responsible for any related expenses.

For more information on telecommuting see State of Michigan (SOM) Office of State Employer/ Employee Resources/ [Telecommuting Information](#).

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

Bureau Director

The bureau 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 the Office of Human Resources.

**Compressed Work
Schedule****Bureau Director**

The bureau 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 [MDHHS-5772, 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 the Office of 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 the Office of 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 the Office of 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 bureau director for approval or denial.

Bureau Director

The bureau director reviews the request along with the attached recommendation and approves/denies and forwards to the bureau 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](#).

Applicable collective bargaining agreements found on the [Office of State Employer \(OSE\) Current Collective Bargaining Agreements](#) website.

CONTACT

For more information contact the Office of Human Resources.