

CITY OF MINNEAPOLIS Alternative Work Arrangements Policy

Applies To: This policy applies to the following employees under the jurisdiction of the Mayor and City Council: 1) appointed employees, 2) non-represented employees, 3) politically appointed employees and 4) employees represented by the Minneapolis City Supervisor's Association (MCSA) and the Minneapolis Professional Employees Association (MPEA).

Synopsis: Establishes policy, roles, responsibilities and conditions for when department heads (or their designees) may authorize employees to enter into Alternative Work Arrangements as covered by this policy.

Council Approval Date: December 10, 2010

Effective Date: January 3, 2011

Policy Coverage Expansion: Minneapolis City Supervisors Association (February 19, 2011) and Minneapolis Professional Employees Association (June 30, 2011).

Related Links: [1\) Procedures](#) and [2\) Forms](#)

Administering Department: Human Resources **Contact:** Charles J. Bernardy, 612.673.3103

POLICY STATEMENT - The City of Minneapolis is committed to providing its employees with Alternative Work Arrangements (AWAs) where such arrangements can be designed to benefit both the City and the employee while maintaining or improving City operations and service delivery. AWAs may be offered to employees when a department head determines that they can be effectively utilized.

Providing AWAs has shown the following benefits¹:

Employer Benefits:

1. Increases employee commitment, engagement, morale and productivity
2. Reduces absenteeism
3. Expands access to talented people
4. Enhances recruitment
5. Improves retention
6. Potential to reduce facilities costs

Employee Benefits:

1. Enhances quality of life
2. Reduces cost of living expenses
3. Improves morale
4. Saves time otherwise spent commuting
5. Greater productivity
6. Saves money on gas and parking

Benefits to the Community and Environment:

1. Less gas used, reducing green house gas emissions and reducing wear and tear on streets, highways and freeways
2. Improves air quality
3. Promotes energy conservation
4. Improves highway safety
5. Reduces number of rush hour work trips which contribute to traffic congestion, accidents, etc.
6. Potential to expand hours of operation and service delivery.

¹Adapted from eWorkPlace (<http://www.eworkplace-mn.com/TeleworkBenefits/tabid/244/Default.aspx>)

The following types of AWAs are covered by this policy:

1. Compressed Workweek
2. Flextime
3. Job Share
4. Gradual Retirement
5. Telework

Department heads (or their designees) may authorize AWAs to employees as a means of accomplishing business objectives. Authorizations for AWAs shall be approved in a manner that protects the assets of the City of Minneapolis and its employees to the maximum possible extent. AWAs approved under this policy may be terminated at the discretion of the department head or their designee. Employees approved to work under AWAs are subject to all City policies including, but not limited to, the [Electronic Communication Policy](#) and the [Respect in the Workplace Policy](#). AWAs are not appropriate for all employees and no employee is entitled or guaranteed the opportunity to enter into them.

The Human Resources Director is directed to develop and maintain procedures to implement and support this policy.

ROLES AND RESPONSIBILITIES

Role	Responsibility
Employees	Comply with the City of Minneapolis AWA Policy and AWA Procedures .
Human Resources Director	Work with the appropriate City staff to establish, manage and modify procedures necessary to carry out and comply with the City of Minneapolis AWA Policy in accordance with applicable laws, City ordinances, policies and rules.
Department Heads	Authorize employees to enter into AWAs when conditions warrant and in accordance with the City of Minneapolis AWA Policy and AWA Procedures .

DEFINITIONS

1. **Compressed Workweek** - A 40-hour workweek is completed in less than five full workdays or an 80 hour work schedule is completed over a two week period in less than 10 work days.
2. **Flextime** - A 40-hour workweek (for full-time employees) is completed but there is flexibility in establishing daily start and end times. Days of the workweek may have varying start and end times, but the pattern should recur predictably over each workweek.
3. **Job Share** – More than one employee shares the duties of one full-time budgeted position. Work hours of each employee may vary.
4. **Gradual Retirement** – The practice of allowing individual employees nearing retirement to develop work schedules that allow them to retire gradually rather than going from full-time to retired in a very short period of time such as a single day.
5. **Telework (a.k.a. Telecommute)** - Telework is the practice of an employee working remotely. Remote worksites include homes, mobile worksites, customer sites, or other remote locations. Teleworkers generally use information technologies at the remote worksite to perform their work-related responsibilities.