



1410 N. Hilton  
Boise, ID 83706  
208-373-0502

[www.deq.idaho.gov](http://www.deq.idaho.gov)

Boise Regional  
Office:  
(208) 373-0550

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# Sample

## Alternative Work Schedule Policy

### Statement of Purpose

This policy is designed to assist in protecting Idaho's air quality while maintaining XXX's commitment to outstanding customer service and optimal productivity. Alternative work schedules offer the ability to develop working arrangements that will reduce commute-based traffic congestion and air pollution, contribute to higher productivity, enhance staff morale, and assist in recruitment and retention of employees.

### Background

Air pollution, particularly ground-level ozone and fine particulate matter, is an immediate and on-going concern in the Treasure Valley of Idaho. It impacts citizen health, economic growth, and quality of life. Vehicle exhaust contributes significantly to air pollution in the Treasure Valley. Enabling employees to work alternative schedules can have a positive impact on air quality by reducing vehicle emissions.

Alternative work schedules also provide a means of responding to rapidly changing factors impacting today's workforce and enable staff and management to better serve customers, meet goals, and balance personal and professional responsibilities.

### Statement of Policy

It is the policy of XXX to allow employees to work alternative work schedules. Alternative work schedules may include:

- Flexible Work Schedule – Flexible work schedules allow for flexible scheduling arrangements that permit variations in starting times, lunch, and departure times around set “core” hours (usually 7 a.m. – 6 p.m.).
- Compressed Work Schedule – Compressed work schedules involve a 40-hour work week shortened to fewer than 5, 8-hour days (e.g., 4, 10-hour days). Employees with compressed work schedules have set days and hours of work.

All arrangements must be put in writing to ensure that management and employees have a mutual understanding of the specifics of the schedule.

All alternative work arrangements must conform to the overtime, record keeping, and other provisions of the Fair Labor Standards Act (FLSA) and Idaho State labor law for staff covered by those provisions.

- Non-Exempt Employees: Non-exempt employees (those who accrue overtime at time and one-half) are covered by the requirements of the FLSA and are subject to overtime pay for time worked in excess of 40 hours in a week. Therefore, non-exempt employees may have an alternative work schedule as long as it does not alter the total number of hours worked in a normal work week.
- Exempt Employees: Exempt employees (those not covered by the time and one-half overtime requirements of the FLSA) have flexibility in scheduling their work weeks, as they are exempt from certain overtime and record keeping requirements.

**Exemptions**

Employees on alternative schedules may be required to return to a regular schedule to accommodate special events, cover work loads when other employees are out of the office, or to accommodate other special circumstances as needed.

Employees may be required to return to a regular schedule during weeks containing paid holidays if the combination of paid holiday time and paid work time would total more than that employee's allowable paid hours per week.

**Implementation**

This policy shall be effective immediately from the date of signature.

Dated the XXX day of XXX, 20XX.

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Signature