

## FLEXIBLE WORK ARRANGEMENTS POLICY

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At the Foundation, we believe that offering appropriate flexibility in work schedules may increase both job performance and satisfaction. We offer flexibility by:

1. Accommodating the need for sporadic or ***occasional flexibility***;
2. Valuing the schedule needs and professional judgment of our staff who perform ***jobs which, by their nature, require a great deal of flexibility*** of time, place, and accessibility; and
3. Adjusting work schedules, when possible, through ***defined Flexible Work Arrangements (FWAs)***.

In the first two circumstances, the staff member and performance manager are empowered as a team to make sensible situational adjustments. On-going modifications to a work schedule, however, require a more formal, pre-approved FWA that helps balance meeting the employee's work & personal needs without compromising the organization's objectives & operational needs.

FWAs represent regular, consistent changes in a staff member's schedule and are *not* the same as an occasional need for flexibility. They do not alter or reduce the actual ***total*** number of hours an employee is expected to work during a pay period.

However, not all jobs or circumstances easily lend themselves to FWAs. Managers must make sure their departments can support internal and external needs during standard operating hours, without sacrificing the quality of service, accessibility, and responsiveness our constituents have come to expect. Keeping these needs in mind, staff members may request an alternative schedule to accomplish their 75-hour pay period commitment. These requests may be for adjustments to:

- schedules during the day;
- the number of days worked in a pay period; or
- some combination in a set schedule that differs from standard hours, schedule, or location.

FWAs should promote innovative ways to meet staff needs. Some FWAs adjust:

### Hours

The standard work hours at the Foundation are 8:30-5:00, Monday through Friday, with a one-hour lunch break. Staff members may request set adjustments to daily start and end times, for example from 7:30-4:00, or 9:00-5:30. Hours may also be adjusted by increasing the set lunch break to no more than 2 hours or by reducing it to no less than 30 minutes per day.

### Schedule

The standard full-time work schedule is 7.5 hours per day, 5 days per week, for a bi-weekly pay period total of 75 hours. In order to meet personal needs, a staff member may request to alter this schedule, while keeping the total number of pay period hours consistent.

### Location

Though standard work locations vary, every employee has a primary office based out of Concord, Portsmouth, Hanover, or an established home office. Staff members may request to work set schedules from different locations. Such adjustments are typically for a small portion of the total work week, and will not result in the creation of a Foundation-supported home or regional office.



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Approval of FWA requests is on a case-by-case basis; the decision in each case is made by the department head. In addition to meeting internal and external needs of our constituents, other considerations for the approval of an FWA may include:

- Position responsibilities;
- Job performance;
- Department staffing levels and coverage during normal business hours;
- Equity within the department/organization; and
- Overtime cost considerations.

Requests for FWAs will be accepted semi-annually in December and June, for Q1 and Q3 effective dates. Requests based on unforeseen changes in personal circumstances may be considered at other times of the year. The form to request a FWA is available on the shared drive or from Human Resources. All approved requests are conditional; a review of the FWA will be done at 30 days and periodically thereafter to gauge the on-going viability of the arrangement. A FWA may be revoked at any time if determined by the department head to be in the best interest of the Foundation.

Please talk with your performance manager or Human Resources with any questions regarding a FWA.