



City of Pittsburgh
Operating Policies

Policy: Flexible Work Schedule Policy and Procedure for Non-Union Employees	Original Date: April 2008
	Revised Date: June 2008

Statement of Policy

The City of Pittsburgh offers flexible working schedules to accommodate the needs of its employees for whom alternate hours are ideal. It is City of Pittsburgh's policy to provide all non-union employees the opportunity to request alternative work schedules to promote work/life balance for employees. However, it is recognized that it will not be possible to accommodate all such requests for alternative schedules. The department has the discretion to implement flexible scheduling based on core hours and the necessity of the request.

This policy applies to part-time and full-time non-union employees.

Procedures

1. A flexible working schedule allows non-union employees to work alternative schedules during the same two-week pay period. Full-time employees' total hours for a two-week pay period must be equal to 77.5 hours. Part-time employees' total hours for a two-week pay period may vary but cannot exceed 1500 hours annually.
2. A department Director, Bureau Chief, or Manager may, at his or her sole discretion, implement, continue, or discontinue flexible work schedules. Further, the Director, Bureau Chief, or Manager may reassign an employee to core hours at any time. Each department Director, Bureau Chief, or Manager will have final discretionary authority for flexible work schedule requests, and shall ensure coverage during the department's core hours. Some departments may be unable to offer flexible work schedules for some positions and/or during certain times of the year.
3. The employee must submit the Flexible Work Schedule Request Form as far in advance as possible (e.g. several weeks) of the pay period in which the employee will need a flexible work schedule, except in an emergency situation. A request for a flexible work schedule must be discussed and confirmed in writing with the employee's supervisor and department Director. The employee must substantiate the necessity of the request. Acceptable reasons for requesting flexible reasons include but are not limited to a



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- medical appointment (non-Family Medical Leave Act related), child care, taking a class or classes, short term personal/situational issues, etc. The flexible work schedule can be one-time, short-term, or long-term as needed by the employee and approved by the Director, Bureau Chief, or Manager.
4. An employee may use flexible scheduling to take off in a quarter-day, half-day, three-quarter day, or a full day segment or to adjust working hours. For example, an employee has a full day of medical testing scheduled on Thursday. The employee can work additional hours totaling 77.50 hours in the pay period he/she needs the Thursday off.
 5. If the employee on a flexible work schedule calls off work on a day he/she is scheduled to work extra hours, he/she will be charged with the amount of hours he/she was scheduled to work or will be charged with one day off and must make up the extra hours within that same pay period. Upon return, the employee must gain the supervisor's approval as to his/her remaining schedule during the pay period.
 6. Hours worked shall be recorded on the employee's/department's official time sheet.
 7. Employees under a probationary period should expect to work during normal business hours to assure appropriate training and interaction with other staff, unless otherwise authorized by the department Director, Bureau Chief, or Manager.