

VULCAN COUNTY POLICY NO. 12-3138	EARNED DAY OFF POLICY
Effective: February 18, 2015	Amended: January 24, 2018
Cross Reference: MTN 2015-02-57 MTN 2015-12-07 CC 2017-09-13-1 CC 2018-01-24-34	Page 1 of 5
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Earned Day Off Policy
HOURS OF WORK AVERAGING
AGREEMENT

PURPOSE

Vulcan County has set a strategic goal to be an Employer of Choice for our employees. To achieve this goal we are enhancing our work environment and providing our employees with flexibility in their work schedules in order to achieve some balance between work and life. Vulcan County will implement an Earned Day off Policy for permanent, full-time staff to assist in finding this work-life balance. This policy will not apply to staff that have schedules set as per the County’s Personnel Policy No. 12-3120, or offers of employment that specify rotational scheduling.

DEFINITIONS

Earned Day Off (EDO)

Earned Day Off is an arrangement where an employee works for longer periods of time per day or shift in exchange for a day off. With the approval of the Department Director, permanent, full-time employees will be eligible to opt in to an “Earned Day Off” schedule, whereby working an additional half an hour at the beginning or end of every work day, they will accumulate and take off one earned day off with pay a minimum of every three weeks.

RESPONSIBILITIES

Role of Employee

- Complete an Earned Day off Application (Schedule A) and forward to his/her Director for consideration.
- To determine within the work team how coverage is maintained on the employee’s EDO.

Role of the Director

- To ensure service level considerations are reviewed
- To determine within the work team, how coverage is maintained while employees are on their EDO
- To implement and administer the EDO policy within his/her department.
- To maintain an on-going evaluation of the EDO policy to ensure compliance with the criteria.
- To review approve/not approve the EDO application/agreement and schedule of proposed work hours.

Role of the Chief Administrative Officer

- To review approved earned day off agreements and schedule of proposed work hours from departments to ensure conformance with established employment and for storage of the document.

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GENERAL GUIDELINES

1. All arrangements must be beneficial (win-win) to both employee and employer. At a minimum, service to the customer (both internal and external) shall not be compromised and any direct or indirect incremental cost to the County for extending an EDO option must be shown as advantageous through other benefits gained.
2. The number of weeks the hours will be averaged over will be to a maximum of 12 weeks.
3. The term of the agreement cannot exceed two years.
4. Scheduled daily and weekly hours of work cannot exceed:
 - a. 12 hours per day, and
 - b. 44 hours per week or an average of 44 hours per week
5. The operational requirements of the department or other departments shall not be adversely affected and shall take precedence over an EDO application.
6. All EDO arrangements must comply with legislated Employment Standards and specifically maintain average biweekly and total annual hours (i.e. 1950 or 2080).
7. A consistent, set work schedule is to be developed which outlines the agreed days and hours of work as well as which days shall normally be taken as earned days off . The schedule must be based upon operational and customer service considerations and not exceed one EDO per weekly period.
8. The employee who currently receives a one-hour lunch period may utilize a maximum of half an hour of the unpaid lunch hour to apply to their EDO program if required.
9. Annual work hours of 1950 or 2080 (37.5 hours or 40 hours per week) must be maintained.
10. Employees who are accepted into this program will have both their vacation and sick banks debited their regularly scheduled hours (7.5 or 8 hours) and will need to work additional hours to accumulate the required hours for their EDO or the EDO will be re-scheduled to a day when sufficient hours have been accumulated.)
11. Applicable EDOs are to be taken according to the set work schedule. However, flexibility may be required from time to time when circumstances such as coworker vacation/sick days or unique operational needs arise. Potential deviations from the set work schedule that may be required should be discussed up front and mutually agreed upon by the Director and employee(s).
12. EDOs shall be taken as days off. Banking of EDOs or payment for accumulated time is not permitted as it defeats the original purpose of a workplace flexibility arrangement. Banking of EDOs occurs when the earned day is not taken as per the agreed upon schedule.
13. Should operational requirements necessitate that an employee is required to work his/her regularly scheduled EDO, an alternate EDO is to be re-scheduled as soon as practical.

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14. It is not normally expected that an employee will be required to perform the principal duties of a higher level position. Acting pay will not be paid to an employee who is assigned some duties of an employee taking an EDO.
15. Employees are to make every reasonable effort to schedule personal or medical appointments on their EDO. At the same time, an EDO is in fact “earned” time off, thus Directors will take reasonable steps to ensure that employee EDOs are respected and only altered when operational requirements allow no other options.
16. Participation in this program is on an individually approved basis and is not an entitlement of the employee. Employee participation in the program is at the discretion of the Director/Manager and CAO after review of service levels and impact on other positions within the organization.
17. There are some positions that, based on their job requirements, may not be eligible to participate in this program. If this is the case the Director will communicate this to the employee and outline what requirements make the position ineligible.

ADMINISTRATIVE PROCEDURES

1. All requests will be in writing in the form of an EDO agreement and schedule of proposed work hours.
2. Each office or operation must be covered during normal business hours: 8:00 a.m. to 4:30 p.m., Monday to Friday.
3. Schedules shall incorporate an additional time either before or after the normal “core” business hours or 30 minutes of a one-hour lunch break will be considered for the EDO program. The lunch hour is not to be adjusted by employees who currently have a specified half-hour lunch break.
4. Extra time or overtime will not be calculated until after working the earned time and must be approved by the supervisor or Director prior to being worked, as is customary.
5. Vacation and Sick Leave will be calculated on actual hours worked or taken off if less than a full day. Full days of Vacation and Sick Leave will be calculated based on the employee’s regularly scheduled hours of work. (For example if you are scheduled for an 8 .5 hour day and are sick, then 8 hours will be taken out of your sick time bank and you will have to make up the 0.5 hour before the EDO is taken.)
6. Statutory Holidays will be compensated at regular working hours (7.5 or 8 hrs.). When a statutory holiday occurs the employee will have to make up the time (0.5 or 1 hour) on another day based on their EDO schedule.
7. EDOs will be scheduled in advance to balance operational requirements and earned time off will be rescheduled should there be no replacement coverage.

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8. In order to accommodate fellow program participants and work requirements, employees may not always be able to schedule their earned day off for a Monday or a Friday.
9. Requests are considered on the basis of above standards and department workload.
10. Appeals of a decision under this policy must follow the Appeal Procedure as outlined in the County's Personnel Policy No. 12-3120.

APPLICATION PROCEDURE

1. The employee requesting entry in the EDO program must complete an agreement and schedule of proposed work hours and forward to his/her Director/Manager.
2. The Director/Manager will review the proposal and approve or suggest changes to accommodate staffing / customer service needs.
3. The Director/Manager will have the Chief Administrative Officer review the proposal and approve or suggest changes
4. Upon approval by the Director/Manager, the original signed EDO agreement and schedule of proposed work hours will be retained in the employee's payroll/personnel file and a copy will be forwarded to the employee for their files.

TERMINATION OF PROGRAM

1. The County and the employee may terminate the agreement for the EDO program with a minimum of thirty (30) days' notice in writing.
2. Where an individual EDO program no longer complies with the criteria for approval, the Director will terminate the program without notice.
3. If an EDO program is terminated for any reason the employee will be unable to re-apply for the program for 6 months.

SCHEDULE A – POLICY 12-3138



FLEX TIME or EARNED DAY OFF APPLICATION

Name: _____
Position: _____
Director: _____
Date _____
Submitted: _____

Workplace Flex Time Option Requested (please check one):

- Earned Day Off
- Flex Time

Schedule Proposed

NOTE: VACATION DAYS AND SICK DAYS USED WILL BE REMOVED FROM YOUR ACCRUAL BANK AT THE YOUR REGULAR RATE.

	Week 1 Hours/times	Week 2 Hours/times	Week 3 Hours/times	Week 4 Hours/times
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Total Weekly hrs.				

What customer service issues may arise in relation to this request and how will they be addressed?

- _____
- _____

Other considerations that should be identified / addressed?

- _____
- _____

Trial Period? If so, detail the arrangement.

- _____
- _____

Employee Signature

Date

Director/Manager Signature

Date

CAO Signature
(Receipt)

Date

Completed application form will be kept in the employee's personnel employment folder