




CITY OF BERKLEY
OFFICE OF THE CITY MANAGER
3338 COOLIDGE HWY, BERKLEY, MICHIGAN 48072

Administrative Directive# 2021-01	
Subject:	Alternative Working Arrangements
Effective Date:	June 23, 2021
Supersedes:	None
Approved:	

OVERVIEW:

This administrative policy establishes procedures and protocols which govern alternative working arrangements including flexible scheduling and remote working arrangements.

PURPOSE:

Alternative working arrangements provide flexibility to employees which need to adjust their schedule for personal logistics (e.g. childcare drop off, etc.) or for employees which perform duties outside of operational hours (e.g. attend board meetings, after-hour events, etc.).

DEFINITIONS:

Flexible schedule: working arrangements in which an employee performs their duties and responsibilities for their regular working hours (typically 37.5 for Merit employees) following an alternative schedule which does not align with the operational hours of the City outlined in the Merit System of Human Resource Management.

Remote work: working arrangements in which an employee performs their duties and responsibilities in a location other than a municipal building.

ELIGIBILITY:

Not all work performed by the City of Berkley lends itself to remote work or flexible working schedules. Alternative working arrangement are available to all Merit employees which have completed their six-month probation period outlined in the Merit System for Human Resource Management.

Eligibility is also dependent upon feasibility, with consideration given to a position's interfacing with the public and the ability for work to be completed during alternative hours or remotely. Employees seeking an alternative working arrangement should consult their immediate supervisor or department head to determine feasibility.

ESTABLISHING ARRANGEMENTS:

To establish an alternative working arrangement, employees must submit a written request to their direct supervisor detailing the following:

1. Frequency of alternate working arrangement (i.e. how often will the employee use a flexible schedule or work from home)
2. Start date for the arrangement, and any planned end date
3. How the alternative working arrangements will be managed (e.g. working with colleagues on projects with misaligned schedules, interfacing with the public from home, etc.)
4. Impacts that the department may experience due to the arrangement, along with how issues will be mitigated.

Title:

ALTERNATIVE WORKING ARRANGEMENTS

Once the request is submitted, the employee's direct supervisor or department head shall determine the feasibility and shall discuss approval or alterations of the proposed plan. A documented plan for alternative working arrangements shall be retained by department heads and communicated with the City Manager.

RULES AND POLICIES:

All of the City of Berkley's rules and policies, including those set forth in the City of Berkley Merit System for Human Resource Management and all Administrative Directives, apply while working from an alternative workspace. These policies include, but are not limited to, policies regarding attendance, confidentiality, and policies prohibiting harassment. Employees are reminded that remote work arrangements are not to be used in place of sick leave, FMLA leave, vacation leave, et cetera; the City of Berkley encourages employees to utilize appropriate leave time banks to maintain a healthy work-life balance.

TECHNOLOGY:

All employees utilizing City owned technology to complete work remotely shall be required to complete an Employee Technology Remote Use Agreement.

CITY PHONES:

All established arrangements must take into consideration proper planning to ensure phone calls from the community are being received and answered in a timely manner as to ensure there is no lapse in service. All employees which have been assigned a City-issued cellular phone must ensure that their respective desktop phone is "twinned" to their cellular phone.
