

hours different from standard office hours without adversely impacting service quality, performance, organizational operations, or essential function of the position.

5. Flexible Scheduling: A broad term which includes all the options permissible under this policy – a) alternate work schedules and b) compressed work weeks (Summer Period only).
6. Participating Employees: An employee who is approved for and participates in a flexible scheduling arrangement.
7. Required Alternate Work Schedule: Depending on position duties, certain positions are required to have alternate work schedules (e. g. groundskeepers).
8. Summer Period: The period beginning the week following spring commencement and ending the second full week in August. These dates will be announced no later than May 1st each year by Human Resources.

Eligibility

1. The position which the requesting employee holds must be identified as one for which flexible scheduling is appropriate, as determined by the division lead.
2. At the time of the flexible scheduling request, the requesting employee must have received at least a “meets expectations” rating on the most recent performance evaluation, may not be

subject to a performance improvement plan (PIP) or other disciplinary action. For more information, contact the Human Resources Department at (612) 612-7200 or visit the HR website at www.cityofminneapolis.org/hr.

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3. The operational needs and specific circumstances of the department, as well as how the type of work performed by the employee contributes to those operational needs, must be the

advance by Human Resources, supervisors who wish to cancel or suspend the arrangement must give the participating employee at least two weeks' notice.

4. Participating in a flexible scheduling arrangement must not result in a circumstance where the employee's full employment responsibilities are not being met and performance must remain adequately measurable.
5. Position duties and responsibilities may not be adjusted specifically to allow for flexible scheduling.