

Walking Mountains Science Center

Flexible Work Arrangement Policy



Scope:

The scope of this policy covers the opportunities for qualified permanent full-time year-round employees to perform workplace-related activities through a variety of available flexible work arrangements. Given that the demands of each position are different, these options may not be available to all employees all the time and are determined by department supervisors in conjunction with the Walking Mountains Human Resources Department (HR).

Goals:

The goals of the Walking Mountains Science Center (WMSC) Flexible Work Arrangement Policy are as follows:

- Reduce the carbon emission footprint of WMSC by reducing the number of weekly commuting trips taken by employees in order to maintain the Actively Green Certification and Colorado Environmental Leadership Program certification in addition to helping the Eagle County community achieve its climate action goals of an 80% reduction in community-emissions by 2050.
- Promote flexibility and trust for employees to meet the requirements of their job in an environment that best meets the needs of the organization while helping employees face the demands of juggling work, family and personal matters. Maintain both employee productivity and mental health through various forms of creative work scheduling aimed at keeping employees engaged, balanced and happy.
- Provide a healthier work environment by lowering the density of employees in the office in order to prevent the spread of sickness/viral infection.
- Positively impact the physical aspect of commuting: Reduce the time spent commuting to and from the office as well as the associated costs, reduce the parking demand on campus during high volume times, and provide safer alternatives for remaining productive in potentially unsafe driving conditions.

Eligibility:

All permanent full-time year round Walking Mountains employees will be considered for flexible work arrangements, though there is no "one size fits all" model for our Organization given the requirements of each unique position and department. As a result, we provide a variety of options for supervisors and employees to consider and determine what option or combination of options is most optimal for each individual. Determination of the suitability of a flexible work

arrangement for a position and the specifics associated with that will be communicated to HR through department heads/supervisors as is appropriate.

Flexible work arrangements are not appropriate for all employees and are not a universal employee benefit. The following conditions must be met for a flexible work schedule to continue:

- The employee must meet all performance expectations in their current role, and consistently demonstrate the ability to complete tasks and assignments on a timely basis.
- The nature of the employee's work and responsibilities must be conducive to a flexible work arrangement without causing significant disruption to performance, programs and department.
- If an employee is on a performance improvement plan, they will not be eligible to use this benefit until they have completed the action plan outlined for them with specified improvements and results.

Available Flexible Work Options: the following options are available for employees quarterly or seasonally based on job responsibilities, and should be regularly reviewed with the supervisor.

- Telecommuting: Remote work options are available in certain circumstances, which allow employees to complete their work outside of the traditional office environment on certain days and offers the additional benefit of reducing emissions from commuting. The ability to work remotely is heavily influenced by job responsibilities and ability to complete tasks outside of the office environment, therefore eligibility is strictly on a case by case basis.
- Flexible Schedules: An employee typically works eight hours per workday. Supervisors set standard work schedules for the employees that report to them, however, there may be the opportunity for some flexibility in scheduling start and end times based on employee's needs. The Organization recognizes that due to different workflows and personal and family obligations, some employees may work a schedule with earlier start and end times, while others may prefer or need later start and end times. Any change to a standard work schedule needs to be approved by an employee's supervisor. For roles that serve the public with set start and end times, changes may not be viable.
- Compressed Workweeks: Nine-hour days 4 days per week, with one full day off every other week. For example, an employee works 9 hours Monday-Thursday, 8 hour day on Friday, with every other Friday off. The day off every other week can be any day Monday-Friday and should be dictated by programmatic and department needs.
- 4-10 Scheduling: Ten-hour days, 4 days per week. The day off every week can be any day Monday-Friday and should be dictated first by programmatic and department needs.

** More information and specific guidelines for each option outlined above are available within the Benefits Packet and/or Organizational Policy. Please see Human Resources for full details.

Effective Date: November 17th, 2020

Responsible Parties:

HR will be responsible for the implementation and administration of this policy in conjunction with the various other department heads/supervisors. HR is responsible for sharing this policy with employees of the Organization. If at any time updates are required to this plan, HR will ensure that the staff of WMSC is informed of updates. Determination of the suitability of various positions for flexible work arrangements is done within each department and reviewed with HR upon initiation and when any changes to that determination occur. Initiation of the discussion around appropriateness of a flexible work arrangement for a certain position can be done by any of the following: the employee in that position, their supervisor/department head, or HR.

Procedures for Implementation:

An individual's personal flexible work arrangement option will be finalized by the supervisor/department head, on a case-by-case basis. Each department director is responsible for identifying if any of the aforementioned staffing options are workable within the department. This may include determining if the entire department must convert to one or more of the above alternative scheduling options. To determine whether an employee's request for an individual alternative work schedule is appropriate, the director must assess the impact and the outcome in terms of performance, quality and productivity, as well as the overall effect to staffing and other considerations within their department. Upon determination of a flexible work arrangement for an employee, the supervisor will complete and submit the Flexible Work Arrangement form to HR.

Quality Assurance:

Department heads/supervisors will evaluate the productivity of all employees working a flexible arrangement in any capacity on a quarterly basis to ensure all productivity and organizational goals are being met. If an employee evaluation or quarterly review suggests that the employee's productivity and ability to complete tasks has fallen due to the adoption of a flexible work arrangement, that employee's flexible work option will be reviewed and the employee may lose the opportunity in the future.

Walking Mountains will review the flexible work arrangement program on a quarterly basis to ensure continued success. The program may be cancelled for any reason by the organization if deemed necessary and appropriate.