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**POLICY TITLE:** ALTERNATIVE WORK SCHEDULE

**ORIGINAL EFFECTIVE DATE:** 3/2018

**REVISION DATE:**

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**PURPOSE**

The Company wishes to provide an alternative work schedule to eligible employees to allow for productivity efficiencies and to minimize commuting time. **Meeting the needs of our customers must remain the top priority of all employees while this Policy is in effect.**

**POLICY**

I. Definitions

- A. **Alternative Work Schedule.** A work arrangement where a full-time employee's regularly scheduled work hours may be different than a traditional eight hour, five days per week.
- B. **Eligibility.** Employees must meet the following definitions to be eligible for this Program:
  - 1. Non-Exempt/Hourly.
  - 2. Primary office location is 7900 Chicago Avenue South, Bloomington, MN 55420.
  - 3. Completed 90 days of service with the Company.
  - 4. Non-bargaining unit employee.
- C. **Work Hours.** The regular work hours for all employees must fall between 6:00 am and 6:00 pm.

II. Program

- A. **Modifications.** The Company retains the right to modify or revoke any or all of this Policy at any time.
- B. **Voluntary Participation.** Participation in the Alternative Work Schedule Program is entirely voluntary. A manager may not require an employee to utilize the Program, and no employee has the "right" to adjust their regularly scheduled work hours.
- C. **At-Will Employment.** Participation in the Program is not a benefit nor does it modify the employee's employment-at-will status.
- D. **Manager Approval.** Managers must review and approve all Alternative Work Schedules as they may not be available for all positions or feasible based on other department requests. Employees may not participate in the Alternative Work Schedule Program without manager approval in writing.
- E. **Varying Work Schedule.** The work schedule of an employee participating in the Program cannot vary from the agreed-upon Alternative Work Schedule unless preapproved by the employee's manager in writing. Employees who fail to obtain proper approval for varying from their Alternative Work Schedule may result in discipline, which may include cancellation of the Program Agreement.
- F. **Overtime.** Employees participating in the Program who work overtime will be compensated in accordance with applicable state and federal law. Employees shall not work overtime without their manager's approval. Failure to obtain proper approval for overtime may result in discipline, which may include, but is not limited to, cancellation of the Program Agreement.
- G. **Recording Hours.** Employees participating in the Program must accurately record all hours worked, including vacation and sick hours used, and submit these hours to Company using the office timecard on a weekly basis.

- H. **Meal Periods and Breaks.** The Company handles meal periods in accordance with all state and federal regulations. The Company requires employees working full days (eight or more hours) to take a 30-60 minute meal break, which is unpaid and not included in the total hours worked per day. During this time, the employee is completely relieved from his or her duty and shall not perform any activities predominately for the benefit of the Company. Employees must follow this policy while working an Alternative Work Schedule.
- I. **Time Away.** Vacation and sick hours must be used in accordance with the Vacation and Sick Time Policies. Accrued Vacation hours will be used to replace regularly scheduled work hours, when an employee works less than forty hours during the work week, unless the time away qualifies as sick time, in which sick hours will be used.

III. Expectations

- A. **Customer Needs. The top priority of our Company is to remain meeting the needs of our customers.** This may require managers to change or eliminate their employees' Alternative Work Schedule or make the program ineligible for certain positions based on our customers' needs.
- B. **Attendance and Tardiness.** Employees must be on time and ready to work during their established Alternative Work Schedule, as well as when returning from meal periods and breaks.
- C. **In/Out Board.** Participants must continue to use the In/Out Board on Hunt Connect to indicate the best way to be reached while working an alternative work schedule.
- D. **Leave.** Employees must obtain manager approval before taking leave in accordance with established procedures and the Leave of Absence Policy. The employee agrees to follow established procedures for requesting and obtaining approval of leave.

REFERENCES

Attendance Policy

Compensation and Hours Policy

Leaves of Absence Policy

Vacation Policy

Sick Time Policy

**ALTERNATIVE WORK SCHEDULE PROGRAM AGREEMENT**

The Alternative Work Schedule Program Agreement (“Agreement”) establishes the terms and conditions of the employee’s work schedule arrangement. This Agreement is considered temporary and the Company may decide to change or revoke any part or the full policy at any time. Participation is voluntary and the employee may terminate this Agreement at any time. The employee choosing to participate agrees to follow all guidelines indicated in the Alternative Work Schedule Policy.

**WORK SCHEDULE**

The employee agrees to regularly work the following Alternative Work Schedule. The Company handles meal periods in accordance with all federal and state regulations. The Company requires employees working full days (eight or more hours) to take a 30-60 minute meal break, which is unpaid and not included in the total hours worked per day. Non-exempt employees are permitted a reasonable break for each four hours of work. The regular work hours for all employees must fall between 6:00 am and 6:00 pm.

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Start Time:</b>					
<b>End Time:</b>					

**EMPLOYEE ACKNOWLEDGEMENT**

I understand,

- **The top priority of our Company is to remain meeting the needs of our customers.** This may require my manager to change or eliminate my agreed upon Alternative Work Schedule indicated above.
- I must be on time and ready to work during my established Alternative Work Schedule, as well as when returning from meal periods and breaks.
- I will not vary from the agreed-upon Alternative Work Schedule or work overtime without manager approval. Failure to obtain manager approval may result in disciplinary action, which may include cancellation of the Program Agreement.
- I must accurately record all hours worked, including vacation and sick hours used, and submit these hours to Payroll on a weekly basis by 8 am each Monday.
- I have read and understand all of the terms and conditions of the Alternative Work Schedule Policy and Program and find them acceptable.

Employee Print Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

President/Executive VP Signature: \_\_\_\_\_ Date: \_\_\_\_\_