ALTERNATIVE WORK SCHEDULES POLICY AND PROCEDURES

I. Objective

Company is providing flextime benefits to help our valuable employees maintain an appropriate balance between business and personal life while consistently providing excellent service to our clients and co-workers.

Company flexible work schedule allows employees latitude in scheduling their work hours within the specified limits set forth. This topic describes the guidelines for establishing alternative work schedules for employees. The alternatives included Friday tag teams (Phase I), 30 Minute Time Shifts (Phase II), Extended Time Shifts (Phase IIIA), and Compressed Workweek (Phase IIIB).

II. Policy

Once eligibility requirements have been met, full time employees may select an alternative work schedule, subject to the following conditions:

• The implementation, continuance, discontinuance, or modification of the work schedule is at the discretion of Management, in consultation with immediate supervisor.

• A minimum of at least 30 minutes is required for lunch each day.

• One or more employees may assume, with the supervisor's concurrence, back up coverage responsibility. If a change of schedule is required, the responsible employee must find substitute back up coverage and inform the supervisor.

• Back up strategies are required to be in place to accommodate the time out of the office to ensure smooth business operation. Employees are expected to be mutually accountable to their back up person(s) and they are to assume the responsibilities listed as back up duties. See back up strategies and duties.

• Adequate coverage, sufficient to meet the operating requirements of the company is required at all times. Each participant must plan and organize his/her time to meet the job requirements established. Also, the employee should participate in the resolution of conflicts between the job and the alternative work schedule selected and inform the supervisor when coverage is not adequate.

III. Guidelines

PHASE I – Friday Tag Team (Summer and Winter Months)

Requirements: Any full-time employee may participate, after 90 days of continued employment.
Summer Months

Individuals will team up with back up person. They will rotate Fridays (every other) afternoon out of the office. They can leave as early as 12:00 p.m. The hours adjusted will be made up within the two week period prior to the Friday afternoon off. This can be done through extended hours in the office or reduced lunch periods. A typewritten make up schedule must be given to your immediate supervisor for approval.

The summer month period will run from June 1 - September 30.

Winter Months

Individuals will team up with back up person. They will rotate Fridays (one per month) afternoon out of the office. They can leave as early as 12:00 p.m. The hours adjusted will be made up within the two week period prior to the Friday afternoon off. This can be done through extended hours in the office or reduced lunch periods. A typewritten make up schedule must be given to your immediate supervisor for approval.

The winter month period will run from October 1 - May 31*

*These time periods are approximates and may vary.

PHASE II – 30-Minute Time Shift

Requirements: Any full-time employee may participate, after 90 days of continued employment.

The individual may shift their schedule 30 minutes at the beginning and end of each workday. The schedule including lunch periods, once established, must remain consistent each week.

Example: Monday - Friday 9:00 a.m. - 5:15 p.m. (1 hr for lunch) or Monday - Friday 9:00 a.m. - 4:45 p.m. (1/2 hr for lunch)

All full time employees may participate in both Phase I and Phase II.

PHASE III – (Categories A or B)

Requirements: Any full-time employee after one year of continued service may request an alternative work schedule as outlined in Category A or B below. The request must be approved in advance by management. Upon approval, individuals wanting to implement Phase III must first pilot the schedule for three to six months and then upon discretion of immediate supervisor determine the continuance. The schedule will be reevaluated periodically.

A. Extended Time Shifts

Individual may request a start time between 6:45 a.m. - 9:00 a.m. coinciding with a stop time between 3:00 p.m. - 5:16 p.m. The schedule including lunch periods, once established, must
remain consistent each week.

Example: 6:45 a.m. - 3:00 p.m. (1 hour for lunch)  
9:00 a.m. - 5:15 p.m. (1 hour for lunch)

B. Compressed Workweek

Individual may request a work schedule of working a normal workweek of at least 36.25 hours in
less than five (5) days. Four (4) days is the most you can compress in week. The schedule
including lunch periods, once established, must remain consistent each week.

There are two possible options:

8/72.50 Schedule          Work 4 (four) days each week
                         9.0 hrs/day for three days and 9.25 hrs for one day
                         (1 hour for lunch)

9/72.50 Schedule          Work 9 (nine) days and take off the 10th day
                         8.0 hrs/day for eight days and 8.50 hrs for one day
                         (1 hour for lunch)

Start time limitations for both schedules are 6:45 a.m. - 9:00 a.m.

Vacation days and sick days will be adjusted on a prorated basis. If the normal sick days allowed
are 5 (five) and your scheduled days in the office are 4 (80% of the normal) your sick day will be
adjusted accordingly. Based on length of service, the normal vacation days are 10 days and you
are in the office only 80% of the normal days, your vacation days will adjusted to 8 days. The
prorated portion for the 9/72.60 schedule will be 90%.

Phase III Category B is not to be used in conjunction with any other flex schedule.