

City of Mission Viejo Personnel Policy

Subject: FLEXIBLE WORKPLACE POLICY

Statement of Intent:

To define the program requirements for the City of Mission Viejo's Flexible Workplace Program for uniformity of interpretation and application.

Related Policies:

Flexible Workplace Program Administrative Regulation #522

Policy:

- 1) This policy applies to all active employees regardless of full-time equivalent (FTE) or hourly/seasonal/temporary (HST) classification, as defined in the City's Categories of Employment Personnel Policy.
- 2) The Flexible Workplace Program ("FWP") is intended to:
 - a) Increase employee focus and energy during work hours by spending less time commuting
 - b) Support employee work/life balance
 - c) Reduce the workforce carbon footprint by allowing employees to reduce trips
 - d) Decrease traffic congestion by allowing employees to travel during non-peak hours
 - e) Increase employee job satisfaction
 - f) Attract and retain employees
 - g) Protect employee health and safety and reduce the risk of exposure to communicable disease and illness, when necessary
 - h) Allow for continuity of government services in the event of an emergency
 - i) Be approved on a case-by case basis depending on organizational priorities
 - j) Not increase any already budgeted personnel costs to the City of Mission Viejo
- 3) The FWP will allow employees to enter into an agreement to schedule portions of their work week away from their regular worksite. Participating employees will work a full workday, but the FWP will allow times and number of hours in the office to be scheduled differently between individual days of the week.
- 4) The City Manager, or their designee, must approve all Flexible Workplace Applications.
- 5) An ongoing Flexible Workplace schedule (affecting one or more days of the week) must be consistent, approved before it commences, and shall be combined with days and hours worked at the worksite. Under special circumstances or in the event of an emergency, employees who are able to work a majority or all of their scheduled hours remotely may be required to do so.
- 6) The duties, obligations, responsibilities, and conditions of a Flexible Workplace participant's employment with the City remain unchanged. The participating employee's salary, retirement, benefits, and City-sponsored insurance coverage shall remain unchanged.

- 7) Expenses incurred as a result of participating in the FWP will not be reimbursed by the City of Mission Viejo unless they are normally reimbursable pursuant to City of Mission Viejo policies. Such non-reimbursable expenses include, but are not limited to, utility costs, computer repair or replacement, purchase of office equipment or furniture, home improvements, any construction, any alterations to real or personal property, and travel to and from the primary City of Mission Viejo worksite if required to be onsite.
- 8) Participants remain obligated to comply with all City, State, and Federal rules, policies, regulations, procedures, and practices.
- 9) The FWP shall be entirely voluntary and may be suspended or canceled by the City at any time, or at the employee's reasonable request. Termination of participation in the FWP is administrative and the decision may not be appealed.
- 10) The City Manager shall create administrative processes and eligibility criteria as deemed necessary to administer the FWP and establish Administrative Regulation #522 – Flexible Workplace Program detailing such information.
- 11) The FWP shall be a cooperative effort between the employee and the department. It is a privilege and not a right or an entitlement.
- 12) The City reserves the right to change, amend, or discontinue the FWP at any time for any reason.

Administration:

In accordance with City of Mission Viejo Municipal Code chapter 2.60 "Personnel System", this Personnel Policy is deemed not to have a direct financial impact on the City. The City Manager may implement and amend this policy subject to prior City Attorney legal review and approval, and City Council review.

Implemented: March 23, 2021. (Reviewed by City Council – March 23, 2021 – Resolution No. 21-06.)