

Flexible Work Arrangement Frequently Asked Questions

- 1. *Why is MoDOT making such a big deal about flexible work arrangements now, when some employees are already working flexible schedules or working from home?***

It is true that some employees are already utilizing the options that have been available; however, with the rising cost of fuel, more employees are seeking options to reduce their fuel expenses. MoDOT is now promoting increased use of flexible work arrangements where possible because we are committed to supporting our employees and these arrangements may help reduce fuel expenses. Increased use is also being promoted due to the additional benefits to employees and the department that can be recognized by implementing flexible work arrangements that do not decrease our level of service or increase operational costs.

- 2. *I would really like to start working a 4X10s schedule, how do I get this approved?***

You must work with your supervisor to determine if a 4X10s schedule is appropriate for your position. Your supervisor will have to consider whether there will be adequate coverage on the day you do not report to work, and also if you have work that will allow you to be productive for 10 hours per day. This type of schedule will not work for all positions and all work units, and will not be approved if it is going to decrease the current level of service or increase operational costs.

- 3. *Why can't I file a grievance if my supervisor won't approve me for a flexible work arrangement?***

Flexible work arrangements are optional arrangements that will not work for every work unit, position, and/or employee. Based on the job requirements and the needs of the work unit, supervisors and managers (with approval from the district engineer or division leader, when required) will determine if a specific position within a work unit is eligible for some type of flexible work arrangement. Candidates for flexible work arrangements should also be employees with a history of good work performance and proven ability in their position. If you believe there are ways your position could work with a flexible work arrangement that weren't considered, talk with your supervisor.

- 4. *What if I only live 10 miles from my office, can I still be considered for telecommuting?***

The extent of an employee's commute is not the deciding factor in whether telecommuting will be approved. An employee considered for telecommuting must be dependable and trustworthy, with a demonstrated ability to manage his/her own time and work. The position must be one that can be performed offsite, the technology must be available to support the arrangement, and the district engineer/division leader/state engineer must approve the telecommuting arrangement.

- 5. *One of my coworkers was approved for telecommuting. How is my supervisor going to know that the coworker isn't just watching TV or sleeping?***

A telecommuting arrangement does not change the employee's obligation to comply with department policies and practices. Before an arrangement is approved, supervisors will be working with employees through an evaluation process to determine if telecommuting is appropriate. Performance measures will be established and employees will be expected to

produce as if they were physically in the office. Employees with performance, attendance, conduct, or productivity issues will not be strongly considered for telecommuting. While your supervisor will not be able to “see” if your coworker is napping, this should be a trusted employee and your supervisor will know if the work is not being accomplished.

Telecommuting arrangements can end at any time if the business needs change, it is no longer time or cost effective, or the employee is not meeting the established expectations of the arrangement. The department will take appropriate action if an employee is not conducting himself/herself as he/she would if working on department property, or has violated any other department policy.

6. Will I be approved for Friday to be my 4-hour day if I request to work a 4X9 schedule?

Maybe. It is not likely that everyone who wants to work on a 4X9 schedule with Friday being the four-hour day will be approved for this schedule. Supervisors and managers must determine what workforce they will need available onsite each day of the week to ensure the current level of service does not decrease and operational costs do not increase. Some employees may find it easier to be approved for some other day of the week to be their four-hour day. And, perhaps some employees could end up with Friday being their four-hour day if they would be willing to work in the afternoon. This might ensure an adequate number of employees will be available during the entire day each Friday.

7. Will I be allowed to work at home on one or more days if I am approved to work a 4X9 schedule?

Decisions about telecommuting will be made separately from the decisions about working a 4X9 schedule. It is a goal, though, to have more employees be able to work at home (or some other remote location close to their home) at least on the day they're scheduled for four hours. Sometimes a supervisor might approve the work at home to be on a day when an employee would normally work nine hours.

8. If my pay is short one pay period because of the coding issues when I code FLEX before ADDHR and the pay period ends in the middle of the week, when will this shortage be corrected?

This will be corrected in the pay period immediately following the pay period when the shortage occurred. This will ensure the employee's regular pay over any two consecutive pay periods will be equal to what their normal monthly pay should be.

9. If we know there will be pay fluctuations with a 4X9 schedule in SAM II, why can't MoDOT just fix the system so this isn't a problem?

This is not a SAM II issue - it is due to the fact that we are on a semi-monthly payroll instead of on bi-weekly pay. This change requires legislative action and the funding to go with it.

10. If I am approved to telecommute, how will my supervisor measure my performance?

Your performance will be measured by results. You and your supervisor will work to develop specific performance expectations of your telecommuting arrangement. You will also agree to the terms of the arrangement on the Telecommuting Agreement. If you are not meeting the requirements of your agreement or the performance measures that were established, the telecommuting arrangement will end.

11. Does this mean that employees who telecommute don't have to work 40 hours per week, as long as they get the work done?

No. MoDOT is still a public servant and must be a good steward of taxpayer dollars. If employees are being paid for 40 hours of work, they are expected to put in 40 hours of work. This applies to employees in the office and employees working from home. Performance will be measured by results, but part of the telecommuting agreement will be to establish set work hours. This will help ensure that telecommuting employees are still available and producing work 40 hours per week, just as is expected of employees reporting to an office. Telecommuting employees are required to work the number of hours for which they are being paid--any less time would need to be covered by accrued leave, and any additional time (overtime) would need to be approved in advance by their supervisor.

12. Will the department pay for my Internet access and phone service if I am working from home?

No. Most telecommuting arrangements will not be full-time (the employee will still report to the office several days per week) so the department will still maintain office expenses and will not increase operational costs by providing phone and Internet service at an employee's home.

13. Do I have to provide my own computer to be able to telecommute?

No. Telecommuters will work from MoDOT-issued laptops. Laptops can be transported to and from the office and can be brought in if they need work. Some programs would not be able to run on personal computers and there could be issues if the personal computer had a newer version of a program and a document couldn't be opened when sent back to the office. A MoDOT-issued laptop must be available for a telecommuting arrangement, but the department will not increase costs by purchasing a new laptop every time someone wants to telecommute. If an employee is considered for telecommuting, steps may need to be taken to locate a laptop that is already owned by the department and available for use.

14. What do I do if I am working from home and I lose Internet service or am having trouble with my computer?

You will still be able to contact the MoDOT Help Desk, but you need to understand that the Help Desk cannot support all of your home Internet access issues (you may have to work with your own personal Internet service provider). You will also need to work with your supervisor to determine what your plan is if you should lose your connection. You may be able to work on other tasks that do not require you to be connected to the network, if not, you may have to report to the office for the rest of the day or code leave time for the hours you were unable to work. Again, this should be discussed and the appropriate steps decided in advance of beginning a telecommuting arrangement.