



Checklist: Pandemic Alternative Work Arrangement for employees with children in the home

During COVID-19, King County is working to support its employees who have children that will be participating in online schooling and/or need to provide childcare during their regular work hours. To assist managing both work and child needs, managers and supervisors may be asked to evaluate alternative work schedule options for employees where the business needs can allow for it. This checklist below is for managers and supervisors to evaluate an employee's request for a new alternative work schedule.

_____ **1) Proposed Alternative Schedule Meets Operational Needs of Department**

Analyze whether the position requires a backfill if the employee is not present to perform the necessary work, and if the capacity to serve the public, or if employees are impacted by the employee's unavailability during agency's core business hours (e.g. 8 a.m. to 4:30 p.m.).

_____ **2) Proposed Alternative Schedule Does Not Create Overtime**

Analyze whether a compressed schedule has overtime implications per the union contract (e.g. daily overtime for working beyond their scheduled shift); ensure the schedule does not exceed 40 hours worked in the FLSA work week, and another employee is not accumulating overtime to backfill the workload.

_____ **3) Proposed Alternative Schedule Falls within Designated FLSA Work Week**

For most departments, the FLSA work week is defined as seven consecutive days from 12:00 a.m. on Saturday to the following Friday at 11:59:59 p.m. If necessary, check with your payroll staff to determine the designated FLSA work week for the employee.

_____ **4) Consider Whether Proposed Alternative Schedule Impacts to Benefits and Leave Accruals**

If an alternative work arrangement means the employee works less than their regular scheduled hours in the work week (e.g. 40 or 35 hours a week), there may be an impact to benefits and leave accruals. Please contact your HR staff.

_____ **5) Review Appropriate Collective Bargaining Agreement (CBA)**

Review the CBA for schedule requirements. Contact your Human Resources Manager for assistance if the CBA needs interpretation by the assigned Office of Labor Relations Negotiator.

_____ **6) Proposed Alternative Schedule Does Not Impact Shift Differential or Other Additional Pays**

Contact payroll staff to confirm impact. Contact your Human Resources Manager for assistance if the Collective Bargaining Agreement needs interpretation by assigned Office of Labor Relations Negotiator.