

## Badger

## Alternative Work Schedules Policy

The purpose of adopting an alternative work schedule policy is to accommodate, where feasible, the changing needs of the family with regard to regular school schedules.

The following are guidelines for administering the alternative work schedule policy:

* If total hours worked per pay period are reduced, compensation and benefits will be pro-rated accordingly
* Any change in scheduling should include the required breaks for the hours worked
* Alternative work schedules must be arranged with the concurrence of the immediate Supervisor as well as the Team Leader
* Team Members and Team Leaders are asked to establish consistency in the alternative work schedule
* All approved alternative work schedules needs to be filed with the Human Resources Coordinator
* Team Leaders will make every effort to allow Team Members to work the predetermined schedule. However, if unforeseen circumstances and/or workload issues arise, the schedule may need to be changed to address those needs