

Policy No. HR-407

Flexible Work Schedule

Applies to: All employees of Eastern Washington State Historical Society (EWSHS).

References that apply to this policy: Listed below are some, but not all, applicable governing requirements. Note: Laws and rules may change over time and such changes may take precedence over this policy.

- Fair Labor Standards Act (FLSA)
- RCW 41.04.390, Flexible-time work schedules
- WA Executive Order 14-02, Expanding telework and flexible work hours
- WAC 357-28-225, Developing flexible time schedules
- WAC 357-28-230, Assignment or reassignment to a flex schedule
- WAC 357-28-235, Employee requests
- WAC 357-28-252, Changing an OT eligible employee's assigned hours

Effective date: November 5, 2025

History: This policy updates HR-407, approved on March 4, 2020, which replaced previous version HR Policy BP#132.

Approved by: EWSHS Board of Trustees

Purpose

To enhance employee satisfaction and productivity by allowing a flexible work schedule when it is consistent with fulfilling the work requirements of the employee and the mission of EWSHS.

Definitions

Standard Working Hours: Standard hours are a total of 40 work hours per week, consisting of Monday to Friday, 8:30 am to 5:00 pm with a half hour for lunch.

Flexible-time work schedule - Any schedule of work hours totaling 40 work hours per week that is other than the standard working hours, and which is approved by the supervisor or manager.

Policy Statement

EWSHS supports flexible scheduling when consistent with program needs. Adoption of flexible schedules must not diminish the agency's ability to meet its obligations or provide services to the public.

Any employee may request an alternate schedule. The employee's immediate supervisor may approve or deny the request based on the work requirements of the employee's position and unit, the provisions of WAC 357-28, and subject to review and final authorization of the Executive Director. While a flexible work schedule can be beneficial to the agency and employees and will be given serious consideration when requested, it is not an employee entitlement.

Criteria for a flexible work schedule are as follows:

- The flexible work schedule will not negatively affect the ability of the employee or unit to provide services and carry out the agency mission.
- The flexible work schedule will not negatively affect customers or coworkers.
- The flexible work schedule provides appropriate break and lunch periods for overtime eligible employees.
- The flexible work schedule is consistent with WAC 357-28 and Fair Labor Standards Act (FLSA) requirements.
- The flexible work schedule serves to support a legitimate and valued need of the employee(s).
- The flexible work schedule supports effective department employee attraction, retention, morale, and productivity strategies.

All approved changes in work schedule must be submitted to the People and Culture Manager on the Work Schedule/Shift Change Notice form found on the Department of Enterprise Services (DES) website.

Supervisors may designate standard working hours or flexible work schedule as a requirement for specific position(s) or assignment when this is necessary to carry out the work of the position(s). A supervisor who is designating or changing a schedule must consult with the People and Culture Manager to ensure notification requirements are met.

Expectations

Employees are expected to meet all of their job responsibilities, including providing services to customers, regardless of whether the employee's schedule is Standard or Flexible.

The supervisor is expected to ensure that all of the employee's work responsibilities are being met. The supervisor may discontinue a flexible work schedule arrangement if the employee's job responsibilities are no longer being met or if changes occur and conflict with criteria for approving the schedule.

Employees who request a flexible work schedule and are denied may address their concerns to the Executive Director or designee, who will have the final decision.

Primary Roles and Responsibilities

Role	Responsibilities
Employee	Requests flexible schedule or schedule change in writing using the work schedule form.
Supervisor/ Manager	Reviews employee request, considering work needs, agency policy, WAC and FLSA requirements. Recommends approval of request to the Executive Director or denies request. Forwards approved signed flexible work schedule change form to payroll office for processing.
People and Culture Manager	Answers questions from supervisor or employee regarding flexible schedules. Informs supervisor of any problems or need for changes with requested schedule.
Executive Director or Designee	Reviews recommendation as needed and makes a final decision on the request.