

Flexible Work Arrangements

Greater Boston Convention and Visitors Bureau is committed to creating a work environment that is success driven and conducive to work-life balance. To demonstrate our commitment to balancing work and personal responsibilities, GBCVB is instituting Flexible Work Arrangements (FWA). FWA provides the opportunity for eligible employees, in eligible positions, to request flexible work hours and/or a flexible work location. With FWA options, we believe we can offer employees flexibility while remaining committed to exceeding departmental and company goals and maintaining a high level of productivity and service to internal and external customers.

Please keep in mind that not all employees / positions / departments will be eligible for FWA due to operational constraints. **All requests are subject to approval by the department manager and can be revoked at any time due for any reason, including but not limited to operational / departmental needs or performance concerns.**

Flexible Work Hours

If approved, *the flexible work hour options must be the same day to day and may not vary.* However, at any time, employees can submit a request to change the hours or to return to standard hours of operation 8:30 a.m. – 5:00 p.m.

Start/End Time Flex

Employees may request to alter the start and end times of the workday between the hours of 8:00 a.m. – 6:00 p.m. Employees still work the same number of scheduled hours as they would under a traditional schedule: 7.5 hours worked plus 1 hour for lunch. The flex schedules available are as follows:

8:00 a.m. – 4:30 p.m.

9:00 a.m. – 5:30 p.m.

9:30 a.m. – 6:00 p.m.

Regardless of the approved flex time hours, all employees will be available for core hours of 9:30 a.m. – 4:30 p.m. to ensure there is ample opportunity to engage with colleagues, clients, schedule meetings and advance work properties.

Adjusted Lunch Period Flex

This flex-time schedule allows employees to adjust the length of their lunch period, while still working a 7.5 hour day. An employee can take a maximum of 2 hours for lunch and stagger the arrival /departure time accordingly at the start / end of the day between the hours of 8:00 a.m. – 6:00 p.m. For example, an employee may want to go to the gym from 12 – 2 every day. Therefore, the individual would leave at 6:00 p.m., rather than 5:00 p.m. or arrive at 8:00 a.m. and leave at 5:30 p.m.

Telecommuting

Telecommuting is an arrangement in which an eligible employee can perform work at a remote worksite (such as home, library or business center) one day per week, except Thursdays. Thursdays are designated as an in-office day for all employees to schedule in person team and/or individual meetings and participate in the weekly *Stand Up* and Member Presentations. **Please note that if telecommuting is approved in combination with flex hours, the approved flex time hours apply to remote work.** Employees may be required to come to the office on a scheduled telecommuting day. While every effort will be made to offer an alternate day during the same work week, that option may not be available.

Telecommuting is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

Security: Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Safety: Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. GBCVB will provide each telecommuter with a safety checklist that may need to be completed annually. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Time Worked: Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using GBCVB's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

Equipment: Eligible employees must have access to the appropriate equipment to facilitate a telecommuting arrangement: computer hardware, phone access, data lines and other office equipment to enable efficient and effective remote work. GBCVB is not responsible for costs associated with the setup of the employee's home office, such as equipment, remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Eligibility

Eligible employees may submit a request for FWA, per the requirements listed below. Employees must:

- be in a full time, 40 hour per week exempt or non-exempt position;
- have been employed for a minimum of 6 months before submitting a request for FWA;
- be in a position / department that can accommodate the FWA options;
- have consistently good prior performance, that supports the parameters of the request;
- exhibit the skills and qualities necessary for success, such as prompt follow through and outreach, attention to detail, strong communication skills, self-motivated, disciplined and reliable;
- receive approval from the individual's manager/supervisor.

Process

- Upon meeting the eligibility requirements, employees should explore the available options with their respective manager with respect to available work hours and / or telecommuting days within the department.

- Once the options are confirmed, employees will submit a formal request via the *Flexible Work Arrangement Proposal Form* to their managers.
- Changes to any established FWA arrangements should be submitted through the same process.

Manager Considerations

- Ensure that at least one person in each department is available between 8:30 a.m. – 5:00 p.m. For example, not every employee in a department can work from 8:00 a.m. – 4:30 p.m. nor can all employees telecommute on the same day. The schedules of individual employees must be varied to allow for appropriate coverage.
- Determine the needs of the department and as such, communicate what schedules will be considered.
- Work as a team to create a successful flexible work environment.
- Communicate expectations of high levels of productivity, team work, communication and problem solving.
- Consider employee performance prior to the request being considered and offer areas of improvement if the request is denied for that reason.
- Evaluate FWAs every 6-12 months to ensure communication, departmental and performance standards are being met.

Employee Considerations:

- FWA requests are considered on an individual, position and departmental level and may be denied or changed at any time for operational or performance reasons.
- Employees agree to be reachable by phone or email in the case of urgent business needs occurring between the hours of 8:30 a.m. – 5:00 p.m. regardless of the work schedule.
- Employees must be present in the office / over the phone as requested and/or for core obligations, such as an all company meeting, training, client meetings and off-site obligations outside of regularly scheduled business hours.
- All FWAs are approved with a 3-month trial in order to determine if the changes are suitable.
- Employees are responsible for listing approved FWAs on a public calendar / central location to promote efficiency and optimum communication.
- After the trial period, FWAs are evaluated every 6-12 months.
- FWAs can be revoked or modified at any time based on any reason, such as performance issues, department or

Acknowledgment and Receipt

I have read and thoroughly understand the *Flexible Work Arrangements Policy*. I have been allowed to ask questions and receive clarification on the details of the policy. If approved, I understand that my ability to work flexible work hours and / or work from home one day per week can be changed at any time and for any reason based on shifts in business needs and /or performance.

Name: _____ **Date:** _____

Signature: _____