



## Telework and Work-Life Balance Sample Language

### TELEWORK

#### Preserving Pay and Benefits

Telework is not a basis for changing the employee's salary or benefits which remain subject to the rules governing the employee's collective bargaining agreement. None of the rights of such agreement are enhanced or abridged by the implementation of telework programs.

#### Relevant Examples:

##### **Local 714, CT, Social Service Workers**

#### No changes to expectations

The employees work, performance, efficiency, productivity, and conduct remain subject to the usual agency procedures, standards and the employee's collective bargaining agreement, as well as the requirements set forth herein.

#### Relevant Examples:

##### **Local 714, CT, Social Service Workers**

#### No intrusive or excessive monitoring

Employees teleworking shall not be subject to excessive monitoring, such as video monitoring, counting keyboard strokes, idle computer time or other monitoring mechanisms not normally used in an office setting.

#### Relevant Examples:

##### **Council 31, IL State Master**

### SHORTENED WORK WEEK

#### Four 10-hour days, overtime

Employees may work four 10-hour days, in lieu of a five-day workweek. Employees are still entitled to overtime when working a shortened week, with overtime commencing after the tenth hour of work or 40 hours per week.

#### Relevant Examples:

##### **Local 2759, MI, Boyne City Workers**

32-hour work week

Normal, full-time workweek shall consist of thirty-two (32) hours. Part-time employees will work a normal work week as determined by their Full Time Equivalent (FTE) status. FTE is a unit of measure that indicates an employee's work status versus a thirty-two (32) hour work schedule. Upon the schedule change, an FTE of 1.0 is equivalent to an employee who normally works thirty-two (32) hours per week, while an FTE of .5 signals an employee who normally works sixteen (16) hours per week. This may also indicate an employee's status versus 1664 hours in a year.

Relevant Examples:

**Local 1849, WA, San Juan County Workers**

UPDATING LEAVE POLICIES

Accrue Leave Immediately upon hiring

Full-time and part-time employees will be credited with vacation leave accrued monthly, according to the rate schedule and vacation leave accrual. Employees begin accruing leave immediately upon the date hired by the employer, regardless of probation status.

Relevant Examples:

**Local 52, AK, Alaska State Employee Association**