

City of Seattle COVID-19

Alternative Work Arrangements FAQ

March 2020

Purpose

In response to the spread of the novel coronavirus (COVID-19), the Mayor's Office is directing City departments to authorize new or revised employee Alternative Work Arrangements (AWA) encouraging the use of telework agreements, wherever possible, through March 2020, and with continued reassessment.

Ahead of the Seattle Squeeze, the City of Seattle implemented an Alternative Work Arrangement pilot and will be issuing a comprehensive policy in the coming months. The FAQ below provides additional guidance during the COVID-19 response that builds upon the [City of Seattle Alternative Work Arrangement Guidelines](#). It is recommended that you first review the City AWA Guidelines document as it includes all the basic information on how to request an AWA, what types of arrangements are available, and what things employees and managers should consider to establish a successful AWA. Additional technology requirements are explained in the [Telework Technology Getting Started Guide](#).

The [City AWA Guidelines](#) and [Telework Technology Guide](#) are available online at <https://seattlegov.sharepoint.com/covid-19>

Questions About Eligibility

Who is eligible to participate in an Alternative Work Arrangement?

Through March 2020, and with continued reassessment, all employees who can perform their work duties via telework are encouraged to do so. Full-time, part-time, and temporary employees, including interns and participants in other workforce development programs, are eligible. Managers are encouraged to approve telework agreements for the March 2020 period. Management considerations are listed in the [City AWA Guidelines](#).

Can new employees request an Alternative Work Arrangement during this period?

Yes.

Questions About the Request and Approval Process

How do I request an Alternative Work Arrangement?

During March 2020, City employees can request an AWA [via this form](#). The COVID-19 AWA form can be filled out digitally or via paper copy. Once filled out, it should be submitted to an employee's supervisor.

What types of Alternative Work Arrangements are available?

The City of Seattle defines AWAs to include three different approaches. These include:

1. Telework
2. Flexible Work Schedule
2. Compressed Workweek (4/10s and 9/80s)

During March 2020, telework is highly encouraged for eligible employees. A detailed description of each type can be found in the [City AWA Guidelines](#).

Is it possible to combine multiple types of Alternative Work Arrangements?

Telework is highly encouraged during this time period for eligible employees. You can request to combine AWA types (if appropriate for your position and business needs). One example is working a 9/80 compressed workweek with every other Friday off as your scheduled day off, and teleworking on alternate Fridays. All requests are subject to approval.

Who approves AWAs?

The approval authority for requests for Alternative Work Arrangements lies with your immediate supervisor and director. Human Resources will receive all requests and denials, however, HR does not approve or deny requests. During March 2020 the approval authority is encouraged to approve telework agreements when possible.

When can I start my AWA?

You may begin your AWA after you receive the confirmation from your division/group director. During March 2020, you are encouraged to begin a telework agreement as soon as possible.

- 9/80 compressed workweeks must start at the beginning of a pay period.
- 4/10 compressed workweeks and flexible work schedules must start at the beginning of the City's statutory workweek (Wednesday).

Will my union be notified?

Your union (where applicable) will receive a notification of your initial request, and the determination made by your division/group director. Unions also receive notifications of all AWA denials of their members.

What happens if my supervisor or director denies my request?

Should your request for an AWA get denied, you may request a reconsideration. Contact your Human Resources division director, who will review your request and consult with your

supervisor and/or director to discuss their concerns, advise on the AWA guidelines, and collaborate on possible solutions.

Questions About Compressed Workweeks

There is a holiday on my AWA scheduled day off. What do I do?

The holiday benefit consists of eight hours of pay per holiday for full-time employees. An hourly employee whose flex day off falls on an officially observed holiday shall receive another day off, with pay, during the same workweek in which the holiday occurs.

Questions About Teleworking

Will the City buy me a computer if I do not have one at home?

The City will determine, with information supplied by you and your supervisor, the appropriate equipment needed (to include hardware, software, modems, phone, and data lines) for each teleworking arrangement on a case-by-case basis. You will not be required to purchase your own equipment.

Does teleworking have to be from home?

No. Teleworking does not have to be from home, but you and your manager must agree on an appropriate satellite location that meets the City's telework requirements and has the characteristics of a suitable telework location. These are described in the [City AWA Guidelines](#).

Supporting Documents

For more information, refer to the following documents available on the AWA SharePoint site at <https://seattlegov.sharepoint.com/covid-19>.

- **City of Seattle Alternative Work Arrangement (AWA) Guidelines** – Describes the City's policies and procedures, and defines the key terms used throughout this toolkit.
- **Telework Technology Getting Started Guide** – Provides an overview of some of the basic technology you will need to have set up in order to stay connected and access information when teleworking.