

*Question:*

Do you offer flexibility for your hourly employees?

- If yes, what type(s)?
- If telecommuting
  - how do you capture / track overtime pay?
- If compressed work week:
  - What is the total # and % of your hourly workforce who participates in a compressed workweek arrangement?
  - Do you offer on an ad hoc basis, for small departments - intact work teams, for large departments - intact work teams?
  - How do you manage paid time off, e.g. holidays?

*Jodi Davidson, Sodexo, 6/1/2012*

COMPANY & CONTACT NAME	COMMENTS
<p><b>Chevron</b> Sara Kashima</p>	<p><b>Do you offer flexibility for your hourly employees?</b></p> <ul style="list-style-type: none"> <li>• <b>If yes, what type(s)?</b> Yes, employees generally can begin and end their day as long as it is within what are considered core business hours (this does not apply if the employee works in a call center, however). So hourly employees may begin their day at 9 and work until 6:30 (compressed work week schedule), but they should be in the office from around 9-2. Others prefer to start earlier in the day (6 am – 3:30), but regardless of their schedule, they are in the office during the “core” work hours.</li> <li>• <b>If telecommuting</b> – Telecommuting is taken on a case by case basis. I am aware of some hourly workers who telecommute (mostly due to medical conditions, and job restrictions)           <ul style="list-style-type: none"> <li>○ <b>how do you capture / track overtime pay?</b> Employees track it online in a time sheet</li> </ul> </li> <li>• <b>If compressed work week:</b> <ul style="list-style-type: none"> <li>○ <b>What is the total # and % of your hourly workforce who participates in a compressed workweek arrangement?</b> The majority of office employees are on a compressed workweek, we call it the 9/80 work schedule. On this schedule they can chose to be off on a Friday or a Monday.</li> <li>○ <b>Do you offer on an ad hoc basis, for small departments - intact work teams, for large departments - intact work teams?</b> See above—The majority of employees who work in an office setting are on a compressed work schedule.</li> <li>○ <b>How do you manage paid time off, e.g. holidays?</b> No change.</li> </ul> </li> </ul>

<p><b>Chubb Group of Insurance Companies</b> Julie La Saracina</p>	<p><b>Do you offer flexibility for your hourly employees? Yes</b></p> <ul style="list-style-type: none"> <li>• <b>If yes, what type(s)?</b> All of our arrangements (teleworking, compressed workweeks, job sharing, flex time, and part time) are available to all employees.</li> <li>• <b>If telecommuting</b> <ul style="list-style-type: none"> <li>○ <b>how do you capture / track overtime pay?</b> Nonexempt employees all use a time tracking system. They are held accountable for not working unauthorized overtime.</li> </ul> </li> <li>• <b>If compressed work week:</b> <ul style="list-style-type: none"> <li>○ <b>What is the total # and % of your hourly workforce who participates in a compressed workweek arrangement?</b> Compressed workweeks is our second most popular arrangement, but I have not broken down the numbers by exemption status.</li> <li>○ <b>Do you offer on an ad hoc basis, for small departments - intact work teams, for large departments - intact work teams?</b> Any employee is eligible to request a compressed workweek.</li> <li>○ <b>How do you manage paid time off, e.g. holidays?</b> The annual PTO bank is adjusted if you elect a compressed workweek. If a holiday falls on a scheduled workday, the employee takes the paid holiday like all other employees. If a holiday happens to fall on a compressed day off, no action is taken-meaning, they are not given a floating holiday or another paid day off, etc.</li> </ul> </li> </ul>
<p><b>Deloitte</b> Amy Gleisner</p>	<p><b>Do you offer flexibility for your hourly employees?</b></p> <ul style="list-style-type: none"> <li>• <b>If yes, what type(s)?</b> <ul style="list-style-type: none"> <li>○ Reduced Workload and Continuing Part-time</li> <li>○ Telecommuting</li> <li>○ Compressed Work Week</li> <li>○ Flextime</li> </ul> </li> <li>• <b>If telecommuting</b> <ul style="list-style-type: none"> <li>○ <b>how do you capture / track overtime pay?</b> All employees must enter time daily or weekly through an online time system. Employees record the actual hours they work in the time system. The system is programmed to pay by their time entered, with state laws for O/T paid accordingly.</li> </ul> </li> <li>• <b>If compressed work week:</b> <ul style="list-style-type: none"> <li>○ <b>What is the total # and % of your hourly workforce who participates in a compressed workweek arrangement?</b> Data not available</li> <li>○ <b>Do you offer on an ad hoc basis, for small departments - intact work teams, for large departments - intact work teams?</b> Compressed work week arrangements are available to exempt and non-exempt employees on an individual basis not a team basis.</li> <li>○ <b>How do you manage paid time off, e.g. holidays?</b> Hourly employees who have compressed work weeks receive the same holidays as others. Employees need to be scheduled to work</li> </ul> </li> </ul>

	<p>on that holiday to receive the holiday. Holiday time cannot be ‘banked’ and used on another day if it falls on a day the person does not normally work so a person may end up with unused holiday time. Employees accrue and charge PTO hours in the time system based upon their workload percentage.</p>
<p><b>EMC Corporation</b>                  Krista Kelly/Yvette Adams</p>	<p><b>Do you offer flexibility for your hourly employees?</b></p> <ul style="list-style-type: none"> <li>• <b>If yes, what type(s)?</b> <ul style="list-style-type: none"> <li>-Employees have the option of working from home or at a remote location. The agreed upon scenario is dependent on the manager of the employee. If an employee is approved, they have the option to do their work at home or an EMC work station. The hours agreed upon depend on the department and manager (<i>Krista Kelly</i>).</li> <li>-Yes, EMC has a program called WorkWise, which includes telecommuting options in 3 locations, MetroWest Boston area, Pleasanton and Santa Clara, California (<i>Yvette Adams</i>).</li> </ul> </li> <li>• <b>If telecommuting</b> <ul style="list-style-type: none"> <li>○ <b>how do you capture / track overtime pay?</b> Employees each fill out their own time card and managers approve before processing (<i>Krista Kelly</i>)                      “As a non-exempt employee, is there anything special I need to know?                      You must accurately record in the company’s time system all hours worked, must take appropriate meal and rest periods, and not perform work during such periods. Non-exempt employees should never perform work duties while “off the clock.” You should also know that as with all non-exempt employees, non exempt workers who work remotely are eligible for overtime pay based on country, state and local law (in most U.S. states this means over 40 hours per week; in California this means over 8 hours a day)” (<i>Yvette Adams</i>).</li> </ul> </li> <li>• <b>If compressed work week:</b> <ul style="list-style-type: none"> <li>○ <b>What is the total # and % of your hourly workforce who participates in a compressed workweek arrangement?</b> We do not have a compressed work week policy in place. If this did occur, it would be on an individual basis and agreement with management. That being said, I do not have a figure or percentage because it is not common (<i>Krista Kelly</i>).</li> <li>○ <b>Do you offer on an ad hoc basis, for small departments - intact work teams, for large departments - intact work teams?</b> No</li> <li>○ <b>How do you manage paid time off, e.g. holidays?</b> On the employee time card there is an option for “holiday” and “sick-personal.” The employee is allotted a certain amount of these days off, depending on their contract role, and must put in for 8 hours under whichever tab is in alignment with the paid time off (<i>Krista Kelly</i>).</li> </ul> </li> </ul>

**SUMMARY OF RT LISTSERV: FLEXIBILITY FOR HOURLY EMPLOYEES** *June 2012*

<b>Raytheon</b> Barry Collamore	Hi Jodi - too complicated to try and answer via email. Feel free to give me a call. "Hourly" means a couple of different things here - bargaining unit hourly versus non-exempt hourly and California is different than the rest of the country.
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