

Pilot Workplace Flexibility Plan

This plan serves to create a more flexible environment for a great work-life balance and to increase our talent attraction and retention. Ideally, this will build trust and accountability amongst the team.

1. FTEs may work from home one day during the Monday – Friday work week:
 - o To be eligible employee must have completed their initial 90 days of employment unless otherwise approved by department head
 - o Tuesday, Wednesday or Thursday only
 - o Employee works with their department head to determine the day, which is consistent from week to week unless otherwise agreed upon in writing between the employee and their department head
 - o Work from home day must be clear on the employee’s work calendar as well as the Office Information Calendar
 - o Employee must call, FaceTime or Skype with their department head for a five minute “stand-up” meeting each morning they work from home
 - o Employees agree to use their own computer and telephone at home, unless they have an assigned laptop from the Maryland Chamber
 - Employee agrees that DP Solutions may need access to their home computer if a problem occurs
 - If the employee has technical problems which impedes them from working at home on their designated day, the employee agrees to come into the office or take PTO

2. Options for flexible core working hours:
 - 7:30am – 4:00pm
 - 8:00am – 4:30pm
 - 8:30am – 5:00pm
 - 9:00am – 5:30pm

** Please note – Working from home and flexible core hours are not guaranteed each week. Remote work may be suspended during session. All employees will need to be flexible and may expect not to be able to work from home during weeks when we have an event and heavy vacation months. We will do our best to accommodate everyone’s requests.

3. Each department head has the authority to make decisions on one-off requests
 - o Requests should be emailed to the department head

4. Casual Fridays outside of session
 - o Includes jeans (not ripped, stained or distressed)
 - o No shorts permitted
 - o No tank tops

- o No t-shirts
 - o Dresses and skirts may not be shorter than 6 inches above the knee when sitting down
5. "Two Strike Rule" – Any employee who violates the agreed upon terms will lose the above privileges
6. Current Flex-Time Policy will remain in place but Department Heads now have the authority to approve requests:
- o Notice of at least three (3) days.
 - o Employee must make up the hours at the office and within the same pay period
 - o Email Department Head with your request and cc the Office Manager
 - Department head will review and approve/decline, based on a first come first serve basis
 - o Email to include the following information:
 - Date and time you would like to utilize MDCC's flex hour policy
 - Date and time you plan to make up your hours within the same pay period
 - Please indicate the reason by indicating one of the following codes:
 - Health and Wellness
 - Personal
 - Misc.
 - o Once your Department Head reviews your request, he/she will respond via email
 - If your request is approved, the Office Manager will update the Office Information Calendar to reflect when you will be using flex hours.
 - o Maximum amount to be used: 3 hours/week

The Pilot Start date is July 12th and will be evaluated by Leadership Team and Christine on November 1st.