



Approved by

No. 2-18

The Commission

Initially issued: 09/20/1995

Last amended: 12/20/2016

Last reviewed: 12/20/2016

ADMINISTRATIVE PRACTICE 2-18, WORK/LIFE PROGRAM

AUTHORITY: This Practice was originally approved by the Commission on September 20, 1995 to communicate its commitment to a preferred workplace which recognizes work/life balance. Minor amendments were adopted by the Executive Director on December 20, 2016 to clarify terminology and incorporate relevant cross references to relevant policies.

Patricia C. Barney
Executive Director

APPLICATION: This Policy applies to all M-NCPPC employees except when specified differently within a component of the Program.

- REFERENCES:**
- Merit System Rules and Regulations, Chapter 800, Work Schedules, Attendance
 - M-NCPPC Administrative Practice 2-16, Contract Employment: Seasonal/Intermittent, Temporary, and Term Employment

DEFINITIONS **The Commission:** The governing body of the Maryland-National Capital Park and Planning Commission, which is comprised of five members from each of the agency’s two Planning Boards for Montgomery County and Prince George’s County.

The Maryland-National Capital Park and Planning Commission: The organizational entity. For purposes of this Practice, the terms “M-NCPPC” or “agency” shall be used to reference the organizational entity.

RESCISSION: Practice 2-41, Flextime, is hereby rescinded.

POLICY: The policy of the M-NCPPC is to create and maintain a workplace that supports the highest quality of life at work and at home. Through the Work/Life Program, employees will have more flexibility and be better equipped to perform their work and personal responsibilities. We believe this creates a reciprocal relationship whereby employees become more productive and committed to M-NCPPC goals and initiatives, and the agency is provided with the necessary resources to retain its skilled workforce. Certain components of the Work/Life Program also serve the community by contributing to the preservation of the environment.

PROCEDURES: After consultation with the Department Heads, the Executive Director shall develop components supporting the Work/Life Program and issue Administrative Procedures for implementation of these components.