

# Flextime Policy

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*Applies only to Board of Commissioners Employees*

*Effective Date: Adopted 5/88; Revised 5/99*

**§-I. PURPOSE** To provide county employees an opportunity to vary their work schedules, while allowing their department to continue to provide services to citizens and other county departments in an efficient manner.

**§-II. SCOPE** Board of Commissioners' Employees.

**§-III. POLICY** Full-time county employees may vary their work schedules upon the approval of the department head. The department head will be responsible for maintaining work schedules in order to staff the department with the necessary personnel to operate efficiently during normal office hours.

## **§-IV. PROCEDURES**

A. Employees who desire to work a flextime schedule must obtain approval from their department head. Specific procedures for approval of a flextime schedule will be established by the department head. Employees must work together with the department head to ensure that business objectives are reached with the current staff. Employees are expected to be at work as required.

B. Regular office hours for most operations are 8:00 a.m. to 5:00 p.m. To ensure availability of personnel in all departments during these hours, each department must provide coverage during this time period by employees with necessary skills.

C. All employees must be on the job during a "core time period" each work day. The department manager will establish "core time periods" for operations which cover the normal work day.

D. Employees may adjust their starting and/or quitting times under the flextime policy. The following examples are used to illustrate the earliest hours possible and the latest hours possible for a regular 8 a.m. to 5 p.m. employee:

1. Employee may start work hours as early as 6:00 a.m. with a quitting time of 3:00 p.m. with an hour for lunch; or

2. Employees may start work hours as late as 9:00 a.m. with a quitting time of 6:00 p.m. with an hour for lunch. E. For non-exempt employees, hours may not be carried over to another week. Each employee must work a full work week.

F. Exempt and key managerial employees may carry time over within a pay period or work cycle.

G. Overtime eligibility will not be affected.

H. Leave accrual will not be affected.

I. All flexible work schedules must address how the lunch period will be handled, i.e. half hour lunch, one hour lunch. A lunch period must be taken.

J. Flextime schedules may not be possible for some individuals or some departments due to factors such as size of the department or the nature of work performed. Determination of the use of flextime for individual departments will be made by the department head. That determination will be final.

### **Common Flextime Questions and Answers**

1.) Can I work my normal weekly work schedule in four days and take Friday off?

*No, 4-8 hour days would not be a full workweek but your department head can approve a 4-10 hour day work schedule with Friday off.*

2.) Can lunch be skipped in order to complete my work day at 2:00 p.m. rather than 3:00 p.m., or can the lunch period be lengthened if I work additional hours to make up for it?

*No.*

3.) Can I arrange to work part of my flextime hours on Saturday?

*No, not in the traditional work operation of 8:00 a.m. to 5:00 p.m., but this may be approved for operations which work weekends.*

4.) When flexing, how should extra hours worked be reported for payroll purposes?

*Your hours worked should be reported on the timecard under "hours worked." Any hours over 40 worked in each workweek must be authorized by the immediate supervisor and/or department head.*

5.) How is vacation/annual leave reported under flextime?

*There is no difference in how vacation/annual leave is reported on the time card, but if you are working a 4-10 hour per day work schedule and you take a complete day of vacation, you must report 10 hours of vacation/annual leave on your timecard to be paid for the entire work day.*

6.) Can I work only part of the hours in the middle of the flextime hours in either the morning or the afternoon? For example, can I be off from 3:00 to 4:00 p.m. and come back and work from 4:00 to 5:00 p.m.?

*With supervisory approval such a schedule is permissible.*

7.) Can I vary my work schedule daily, or must I schedule by the week?

*Flextime is intended to provide an opportunity for employees to vary their schedules, but all necessary work must be accomplished. It is up to each department head to determine what advanced scheduling is required, but weekly scheduling is encouraged. This does not mean that some variation is not possible, but a good deal of cooperation is required to accommodate such variations.*

8.) What if everyone in a department wants to work the same early hours schedule?

*Each supervisor must determine what skills are required and when they are required.*

9.) Are all departments covered by flextime schedules?

*There are some departments and occupations which, due to their unique work requirements, are not able to implement flextime. Department heads must determine if and how flextime can be implemented in their areas. To the extent that flextime can be adopted without a reduction in work quality and quantity, managers are expected to allow such scheduling whenever possible.*