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Authorized by
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FLEXTIME

Flexitime is a work schedule where employees can select "fixed" arrival and departure times that may differ from the standard times. Employees must work during core hours, their arrival and departure time must be within bandwidth, and they must still work at least 8 hours a day, excluding a lunch break. The lunch break shall be determined by the Department Head and shall be a minimum of one-half hour.

The Work/Life Program allows employees to request Flexitime on a voluntary basis. However, this Program does not preclude management's right to set work schedules on a mandatory basis. Management initiated schedules are not within the purview of this Program.

ELIGIBLE EMPLOYEES:

Merit System employees are eligible to apply for Flexitime. Employees covered by the FOP bargaining unit should refer to their collective bargaining agreement. Department Heads also may choose to offer Flexitime to contract employees.

DEFINITIONS:

Bandwidth Hours - The period from the earliest starting time to the latest stopping time in a work day. Typically it is set in order to assure or improve communications, and to accommodate safety and building security requirements. Bandwidth hours are determined by the Department Head or his/her designee.

Core Hours - The portion of a standard work day when all full-time employees must be present. Core hours are determined by the Department Head or his/her designee and may vary during peak and seasonal periods.

Service Hours - The hours necessary to serve the public best and to provide adequate coverage of all functions carried out in the standard workday. Service hours are determined by the Department Head or his/her designee.

Pay Period - The time period for which employees are paid either on a weekly or biweekly basis. Flexitime shall not affect the employee's pay period. The total number of work hours in a pay period will not change.

Workweek - The standard workweek for full-time employees is 40 hours.

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RESPONSIBILITIES:

Employee	Initiates the request and submits the attached <i>Flextime Agreement</i> to the supervisor.
Supervisor	Reviews the <i>Flextime Agreement</i> and meets with the employee to discuss the proposed flexible work arrangement, including timekeeping and adjusting the flexible hours if necessary to maintain the effectiveness of the department or work unit.

The supervisor must ensure that Flextime, in itself, does not result in an employee working more than 40 hours in a workweek.

Department Head	Department Head shall review all requests for Flextime. When a supervisor has denied an employee's request, the Department Head shall review the employee's proposal and the supervisor's reason for denial. The Department Head may approve or disapprove the employee's request, and shall notify the supervisor and the employee of the decision in writing.
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The Department Head shall provide an annual report of the Flextime program to the Executive Director. The report shall include a listing of requests, approvals and disapprovals.

PROCEDURES:

A Flextime work arrangement does not, in itself, affect the employee's salary, benefits or job responsibilities. All overtime and compensatory time must be approved consistent with Commission policy.

Some operations within the Commission do not lend themselves to Flextime. Department Heads may exclude organizational units or positions from Flextime. Supervisors or Department Heads may exclude employees with performance or attendance problems. When requests from employees for changes in work hours or schedules have already been granted, this may preclude the granting of subsequent requests from other employees.

All request for Flextime will be reviewed by the supervisor according to the following standards:

- Operational requirements must be met;
- Service hours to the public or client population must be maintained or improved;
- Bandwidth and core hours must be maintained;
- Costs to the Commission will not be increased;
- The Flextime arrangement will not diminish the ability of the department to assign responsibility and accountability to individual employees for the provision of services and the performance of their official duties.

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PROCEDURES (con't):

1. The employee initiates the request using the attached application, *Flextime Agreement*. The completed application should be submitted to the employee's supervisor.
2. If the supervisor and employee agree to the terms of the *Flextime Agreement*, the supervisor and employee sign the Agreement, and the supervisor forwards an information copy of the signed Agreement to the Department Head.
3. If the supervisor and the employee cannot agree to the terms of the *Flextime Agreement*, the supervisor must forward to the Department Head the basis for denial, along with a copy of the employee's proposal.
4. The Department Head reviews all requests. In all cases, the Department Heads decision is final and is not grievable.
5. Changes to Flextime Schedules:

An employee may withdraw from Flextime with written notification to and approval by the supervisor. The supervisor may require the employee, with written notice, to withdraw from Flextime if operating requirements as described above are not being met. Written notification requires at least 10 working days notice.

A supervisor may make temporary changes to the Flextime schedule in order to maintain the effectiveness of the employee's work unit. Temporary changes may be made without prior written notification.

FLEXTIME AGREEMENT

The employee, supervisor, and Department Head (when applicable) agree that the employee may work a Flextime schedule. Once approved by the department, this *Flextime Agreement* implements the Flextime work schedule.

1. Employee should have Part A completed by the Department Head or designee prior to completing Part B.

A. To be completed by the Department Head or his/her designee:

The employee must work _____ number of hours during his/her pay period.

The core hours for the unit are _____ to _____ .

The service hours for the unit are _____ to _____ .

The bandwidth hours for the unit are _____ to _____ .

B. To be completed by the employee:

The employee requests to work the following schedule which meets all hours specified above. The effective date of the schedule will be _____ .

	Week 1					Week 2				
	Start	Lunch		End	Work Hours	Start	Lunch		End	Work Hours
		From	To				From	To		
Sunday										
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Total Work Hours						Total Work Hours				

2. The employee's salary, benefits, and job responsibilities are not affected by this *Agreement*. All overtime and compensatory time must be approved consistent with Commission policy.
3. The supervisor or employee may terminate this agreement with written notice of at least ten (10) working days. The employee's notice to terminate must be agreed to by the supervisor.
4. The employee agrees that the supervisor may temporarily change the work schedule in order to maintain the effectiveness of the employee's work unit. Prior written notification is not required.

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Employee:

Signature: _____ Date: _____

Supervisor:

Approve Employee's Request Deny Employee's Request *

Signature: _____ Date: _____

Department Head:

Approve Employee's Request Deny Employee's Request

Signature: _____ Date: _____

* Forward to Department Head the basis for denial, along with a copy of this form.

This agreement is not an employment contract. The terms and conditions of employment are governed by all applicable laws and established Commission policies, this agreement notwithstanding. If any conflict exists between this document and any laws or Commission policies, the laws and Commission policies shall govern.