



PERSONNEL POLICY

SUBJECT: FLEXTIME

DATE: November 9, 2023

I. Statement of Policy

In an effort to foster a working environment that enhances productivity, increases employee morale, improves recruitment and retention, this policy is intended to provide Municipal employees an opportunity to vary their work schedules, while allowing departments to continue to provide services to citizens and other Municipal departments in an efficient manner. The flex-time workweek option shall not reduce the level of service or the hours of operation of any Municipal department. As such, having a flex-time workweek schedule is an employee privilege and not an employee right; it can be granted or revoked at the discretion of the Municipality at any time. An employee may also voluntarily withdraw from the program. Any changes to a flex-time workweek arrangement must be approved in advance by the Department Head.

II. Background and Applicability

All Municipal employees, departments, may be considered for flex-time workweek options; however, not all employees will be eligible based on departmental operation or functional needs. The following shall be excluded from the Flex Time policy: Police Officers, Police Detectives and Dispatch.

This policy applies to employees permitted to work flex-time. This policy does not apply to requests for a reasonable accommodation (i.e. ADA). Employees requesting to work a flex-time work schedule as a reasonable accommodation should follow the Municipal procedures on requests for a reasonable accommodation.

III. Establishment and Implementation of Procedure

The Municipal Manager, in consultation with the Human Resources Director,

Municipal Solicitor and Municipal Council, is authorized to establish and modify, as needed, a procedure for implementing this policy.

This policy does not create a contract of employment. Employment for exempt employees remains "at will".

Definitions

- A. Flextime: Workday start and end times differ from that of the workgroup's standard core work hours of 8:00am-4:30pm to either 7:00am-3:30pm or 9:00am-5:30pm, but the same number of hours per day is maintained.

IV Operating Guidelines

- A. Regular core office hours for most administrative operations are 8:00 a.m. to 4:30 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.
- B. Flextime schedules shall be:
 - a. Quarterly- employees who adhere to a flextime schedule shall be reviewed on a quarterly basis by the Department Head and/or Municipal Manager. However, if the Department Head and/or Municipal Manager at any time evaluate that operations are inefficient or impeded by the Flextime schedule, he/she may immediately discontinue the Flextime schedule of the employee(s)
- C. The department may cancel the program at any time and revert to the conventional 8:00am to 4:30pm per day schedule.
- D. Those who abuse the policy may be removed from the program and scheduled to work a conventional 8:00 a.m. to 4:30 p.m. schedule.
- E. It is the responsibility of each Department Head to ensure that the policy and operating guidelines are understood and are being met within the work unit. Department Heads are also responsible to ensure that exceptions to the normal workweek are recorded as they occur.
- F. Rare exceptions to the normal workday or week, including Flex Time, will be cleared with the Department Head as events occur. Leave, compensatory time or overtime will be accompanied by the normal request authorization and request forms.
- G. Time reports will be processed in accordance with present procedures.
- H. Eligibility for the program is determined by the Department Head and/or the Municipal Manager.
- I. Once granted by the Department Head and/or the Municipal Manager, employees adopting flex-time work week schedules officially begin working such schedules at the beginning of a standard bi-weekly pay period.
- J. Employees must submit requests for flex-time options to their Department Head in writing. Approval or denial of such requests shall also be made in writing. Denials shall state the basis upon which the employee's request

has been denied.

- K. Should the Department Head and/or the Municipal Manager revoke an employee's privilege to participate in the program, written notice shall be provided to the employee stating the reason for the revocation.
- L. Whenever possible, changes to employee work schedules under this policy and procedure will be initiated with a minimum two-week notice.

V. Flextime Option: Operating Guidelines

A. Requests to Work a Flex-Time Workweek Schedule

1. After completion of the initial probationary period of employment (6 (Six) Months) for employees, the Municipality will consider requests to work flex-time workweek.
2. All requests to work a flex-time workweek must be in writing on the Flexible Work Arrangement Proposal Form (available on the Municipal Employee Intranet) and submitted to the employee's Department Head.
3. Upon receipt of an employee's request, the Municipality may contact the employee for additional information/ask for an explanation of why the employee's job responsibilities are suitable for a flex-time workweek arrangement.
4. The Municipality will consider requests to work flex-time workweek on a case-by-case basis considering the following factors: operational coverage; core work hours; and any other business reason. The Municipality reserves the right to grant or deny requests in its sole discretion.
5. The Municipality may require employees working flex-time workweek to report to work outside of their customary hours occasionally to attend meetings or for other business reasons.
6. The Municipality may require employees on flex-time workweek arrangement to report to work during certain core business hours.
7. The Municipality reserves the right to revoke approval for a flexible work schedule and require the employee to revert to normal work hours at any time.

B. Flexible Hours for Nonexempt Employees

1. Nonexempt employees whose requests to work Flexible Hours have been approved must:
 - Take all meal or rest breaks required by law, Municipality and Collective Bargaining Agreement policy.
 - Continue to accrue vacation time, sick time or other paid

- time off in the same manner as under standard work hours.
- Will be paid for all time worked, including payment of overtime for all hours worked in excess of 40 per workweek or 8 hours per day.

VI Administration

The Municipality expressly reserves the right to change, modify or delete the provisions of the Flexible Work Schedule Policy without notice.

Each Department is responsible for the administration of this policy with respect to the department's employees. If you have any questions regarding this policy or if you have questions about flexible work schedules that are not addressed in this policy, please contact the Human Resources Director or the Municipal Manager.



Flexible Work Arrangement Proposal Form

Name: _____

Date Submitted: _____

Address: _____

Phone: _____

Title: _____

Current Status Full Time Part Time Exempt Non-Exempt

Department: _____

Dept. Head: _____

Requested Start Date: _____

Current and Proposed Work Schedule

2023	Third Quarter		
	Start-End Time	Total Hours	Location
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

Please answer the following questions and be specific as possible.

1. Describe the business rationale associated with your proposed flexible work arrangement.
2. Describe how you will accomplish your job under the proposal arrangement. Be specific.

3. Describe how regular communications will be handled.

I understand that the Municipality is not obligated to approve a proposal for a flexible work arrangement for any employee. The decision is at the discretion of my immediate Department Head and/or Municipal Manager. Flexible work schedules are subject to ongoing review and may be subject to termination at any time based on performance concerns or business needs. Generally, the Department Head or the employee should give at least 2 weeks' notice in advance of ending or changing an arrangement, business needs permitting. In some instances, a resumption of the original schedule may no longer be possible and alternatives should be identified.

Employee Signature Date

Dept. Head Signature Date

- Request Approved
- Request Denied

Denial Reason: _____
_____.