

Division of Agriculture

PMGS-08-3

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FLEX TIME POLICY

Flex time is defined as work hours that differ from the standard work hours (generally 8 a.m. to 5 p.m.). Division of Agriculture flex time does not refer to the establishment upon appointment of working hours which differ from the standard. Rather, flex time is considered an exception to be used only in cases of hardship or special situations which benefit both the employee and the Division. Such scheduling must not create undue hardship for the department or a pattern of overtime work.

Flex time for an employee may be requested, with justification, through the appropriate approval chain. All requests must be in writing and must be resubmitted for consideration quarterly through the appropriate Associate Vice President for Agriculture to the Vice President for Agriculture. Final approval lies with the Vice President for Agriculture.