

## **FLEXTIME POLICY**

The Division understands the importance of its employees having a proper work-life balance in order to be more efficient and productive. The Division recognizes that allowing employees to have some control over their work schedules makes it easier for them to manage non-job-related responsibilities and their professional commitment to the job. Consequently, the Division supports flexible work scheduling options for employees, provided that such schedules are mutually beneficial to employer and employee and continue to satisfy the needs and objectives of the organization.

### **I. Definition**

Flexitime is a way of restructuring the traditional work schedule so an employee may work daily hours that are different from regular office hours. Currently, the Division's regular office hours are Monday through Friday 8 a.m. to 5 p.m. for Research and Monday through Friday 8 a.m. to 4:30 p.m. for Extension. Under this Flexitime policy, an employee and supervisor are able to establish the employee's work schedule between the hours of 7:00 a.m. – 6:00 p.m., pursuant to the provisions herein. Flexitime does not refer to the hours of operation stated in an offer letter. This policy excludes those hours that are implemented for seasonal operations<sup>1</sup>.

### **II. Eligibility**

All full-time appointed classified and non-classified staff are eligible. However, employees who work in county facilities must follow the county rules regarding open/close hours, and nothing in this policy shall supersede those county hours.

### **III. Guidelines**

- A. The flexitime work schedule will be a consistent, approved daily schedule for an individual employee with established starting and ending times that remain the same week after week. For example, each eligible employee in the unit may select a different work starting time between the hours of 7:00 a.m. and 9:00 a.m. and an ending time between 4:00 p.m. and 6:00 p.m., subject to supervisor approval. The flexitime work schedule starting/ending times must be in 30 minute increments, i.e. start time, 7:00 a.m., 7:30 a.m., etc.

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<sup>1</sup> All requests for seasonal operation hours must be requested in writing and resubmitted for consideration quarterly through the appropriate Associate Vice President.

- B. Employees and their supervisors will also be able to select either a thirty (30) minute lunch period or a one hour lunch period.
- C. Regardless of the flextime work schedule, full-time employees are required to work a minimum of forty (40) hours per week, working eight (8) hours each workday of the week.
- D. Lunches and scheduled breaks cannot be eliminated from the daily flextime work schedule in order to reduce the number of hours in the work day.
- E. The granting of flextime work schedules will not result in a change in the department's regular hours of operation. Each unit will be responsible for ensuring that all services of the department are available to internal and external clientele during regular business hours and that the efficiency and effectiveness of the department's operations will not be interrupted.
- F. While it is not required that flextime work schedules be uniformly available to all positions in a department, the department head is responsible for ensuring the fair and equitable administration of this procedure to employees.
- G. Working a flextime schedule is a privilege, not an employee right, and flextime schedules are not appropriate for all jobs or all situations. Denial of a request for a flextime work schedule is not grievable under the Division's Grievance Policy, PMGS 09-2.

#### **IV. Requests for Flextime Work Schedule**

All requests for a flextime work schedule must be completed by the employee and submitted to Department/Unit Head for approval. Additionally, any request for hours outside the parameters defined in this policy must be reviewed by Human Resources and approved by the appropriate Associate Vice-President. All completed and approved requests must be sent to Human Resources to be placed in the employee's personnel file.