ADMINISTRATIVE PROCEDURES

Procedure Number: 23-53
Effective Date: 03/24/2020
Revision Date:

County Administrator

SUBJECT: **FLEXIBLE WORK SCHEDULE**

DEPARTMENT RESPONSIBLE: **All County Departments**

I. STATEMENT

This procedure is to be used in conjunction with Board of Supervisors Policy, 23-20, *Attendance Policy During Influenza or Other Viral Pandemic Outbreak,* or when deemed in the best interests of the County as approved by the County Administrator. Employees are permitted a flexible work schedule to balance non-job-related responsibilities and their professional commitment to their job. Appointing Authorities must ensure their Departments are appropriately staffed at all times in order to provide consistent and necessary services to the public we serve.

II. DEFINITION

A. For situations involving legitimate reasons for flextime work schedules, the employee's daily work hours may be different from the regular office hours of Monday through Friday, 8:00 a.m. to 5:00 p.m. Under the Flextime policy, an employee and supervisor can establish the employee's work schedule between the hours of 6:00 a.m. and 6:00 p.m., pursuant to the provisions herein

III. RESPONSIBILITY

A. The granting of flextime work schedules will not result in a change in a Department's regular hours of operation. Appointing Authorities are responsible for ensuring that all services of their Department are available to internal and external customers during regular business hours and that the efficiency and effectiveness of the Department's operations will not be interrupted.

B. Appointing Authorities are responsible to ensure the fair and equitable administration of flextime work schedules.

C. 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.

IV. ELIGIBILITY

A. Applies to all full-time and part-time, classified and unclassified positions.

III. PROCEDURE

A. The flextime work schedule must be a consistent, approved daily schedule for an individual employee with established starting and ending times that remain the same week after week.

B. Each eligible employee may select a different work starting time between the hours of 6:00 a.m. and 9:00 a.m. and an ending time between 3:00 p.m. and 6:00 p.m., subject to Appointing Authority (or Desginee) approval.

C. The flextime work schedule starting/ending times must be in 30 minute increments, i.e. start time, 7:00 a.m., 7:30 a.m., etc.

D. The employee and their supervisor will select either a thirty (30) minute lunch period or a one hour lunch period; however, in no event will a shortened lunch period allow for an ending time prior to 3:00 p.m.

E. 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.

F. Flextime work schedules can be eliminated at any time.

G. Supervisors must enter the Employee's flextime work schedule into the time-keeping system.

H. Any changes to the Employee's flextime work schedule must be approved by the Appointing Authority.