

FLEXTIME POLICY

- I. **PURPOSE:** To provide standards and procedures for scheduling permanent, full-time employees' workweeks during other than normal business hours.
- II. **POLICY**
- A. All divisions of the Department of Administration shall, to the extent practical, allow permanent, full-time employees to vary their work schedules from normal business hours. In all cases, the efficient and effective operation of the work unit shall be the primary consideration in approving or denying employees' requests for flextime.
  - B. Each division must establish normal business hours, that is, the hours during which they are open to provide all assigned services. Normal business hours may vary among the sections/units of a division, but must include 8 hours per day, Monday through Friday.
    - 2. Each full-time employee must work a 40-hour workweek.
      - a. The 40 hours includes 37½ work hours plus 2½ hours paid lunch (½ hour per day for a 5-day workweek).
      - b. For those employees working a 4-day workweek, at least 2½ hours per week are paid lunch.
      - c. The number of hours for lunch may exceed 2½ hours; however, employees are only paid for 2½ hours lunch for every 37½ hours worked, excluding overtime.
  - C. Weeks with holidays will be considered non-flex weeks for employees working schedules other than 5 days per week, 8 hours per day.
  - D. Sick and Annual Leave should be reported based on the exact number of hours taken.
    - 1. For example, any employee scheduled to work 10 hours who takes off an entire workday on sick or annual leave would be charged 10 hours of the appropriate leave for that workday.
    - 2. Sick leave cannot be substituted for an employee's flex day.
  - E. Any emergency closing (due to, for example, bomb threat, weather conditions, or power outages) will affect only those employees at work at the time. For example, employees on annual leave during an emergency closing will still charge their time to annual leave. Employees scheduled off on such days will not be owed any time.
  - F. Flextime variations of normal work hours may include no less than 4 and no more than 5 days per workweek, and no less than 4 and no more than 10 hours per day worked. Flextime variations may also include working 5 days per workweek, 8 hours per day, with a starting time and ending time that differ from normal business hours.
    - 1. The earliest starting time and latest ending time for employees on flex schedules will be determined on a division/section/unit level.

2. At least 30 hours of an employee's workweek must occur between core hours, Monday through Friday, determined on a division/section/unit level.
  3. Generally, Saturdays and Sundays are not to be included as part of the flex schedule workweek. Exceptions may be made for employees whose regular schedule includes Saturdays and/or Sundays.
- G. Employees must have worked at least 6 months to participate in the flextime program. Once an employee has worked 6 months, he/she may request to join the program without waiting until the next program cycle begins.
- H. The flextime program cycle will consist of 3-month periods and will begin and end on the nearest full week.
1. Requests for a flex schedule should be submitted to the employee's manager at least 2 weeks before the start of the new scheduling period.
  2. Anyone wishing to join the program during a flextime program cycle may do so by submitting a request at least one week in advance of the date desired to commence the flex schedule.
- I. Each section/unit manager will complete a flextime schedule report and submit it to the division director at least one week before the start of a new scheduling period. The approved schedule will be posted in a central location within the section/unit.
- J. Once an employee starts the program, the schedule is in effect until the end of the existing 3-month scheduling period.
1. Extenuating circumstances will be accommodated, if at all possible, should an individual need to modify his/her flextime schedule during the scheduling period.
  2. Individuals will be discouraged from participating in the flextime program if they cannot settle on an acceptable program for the 3-month scheduling period.
- K. In the event that 2 or more people in the same work unit request the same flextime schedule and cannot be accommodated, a decision for the initial assignment will be based on seniority in the work unit with subsequent assignments being made on a rotating basis.
- L. Employees must understand that if the workload requires, they will be called in to work on a day they are scheduled to be off. The same overtime rules would apply as those used for overtime when working a normal 5-day workweek.
- M. Some individuals may be placed "on-call" during any day of the week. "On-call" means that the employee can be contacted by phone or beeper and is available to come to work if special circumstances dictate this course of action. On-call scheduling will be handled on a case-by-case basis.
- N. Each employee must have a designated back-up who is scheduled to work the normal business hours the employee is not present due to flextime. The designated back-up must work normal business hours, Monday through Friday, during weeks the employee he/she backs up is off work.

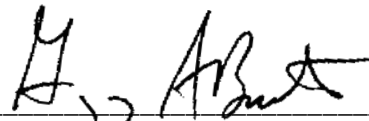
- O. Each division will have a person assigned the responsibility of monitoring the flex program, answering questions, and ensuring the resolution of problems. The person's name will appear on the scheduling report.
- P. Flextime is a privilege that can be revoked on an individual basis if it detracts from the efficiency and effectiveness of the work unit.
- Q. Flextime requests will be granted at the discretion of the section/unit manager based upon the standards expressed in this document.
  - 1. If such requests create scheduling problems or interfere with the workload commitments of the work unit, the manager may deny the request.
  - 2. Employees whose requests are denied may have them reviewed by their division director.

**III. EFFECTIVE DATE:** September 1, 1994.

**IV. REISSUE DATE:** September 1, 2002.

**V. POLICY NUMBER:** DOA-P2.

Approved and reissued by



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Gregory A. Burton, Cabinet Secretary  
Department of Administration

Date: September 1, 2002.