



FLEX TIME

I. PURPOSE

To accommodate Quality of Life issues for employees while meeting the City's business needs.

II. SCOPE

This policy applies to any position as deemed appropriate.

III. POLICY

Employees may request work hours which differ from the City's normal business hours of Monday thru Friday from eight to five. Schedules must be recommended by the supervisor to be approved by Division Director after review from the Human Resources Department and the City Manager. Management maintains the authority to schedule/re-schedule work hours to meet business needs.

IV. GUIDELINES

A. Schedule

Employees may work a set schedule, which must add up to applicable full-time hours per week or the number of hours hired to work based on the needs of the position.

B. Requirements

Employees who are on flextime will still be required to attend required training/meetings held outside their flextime.

C. Flex schedules must be approved, in writing, and placed in the employees personnel file.

For additional guidance regarding the City's overtime pay policies, See: [Exempt/ Non-Exempt Employee Status #110](#), and [Overtime: Non-Exempt Employees #220](#).



V. PROCEDURES

- A. Employees requesting flextime shall submit a written proposal to their supervisors.
- B. Supervisors will respond and discuss the proposal and make the appropriate recommendation to their Division Director. When reviewing proposals, supervisors/managers should take into consideration:
 - external and internal customer service,
 - coverage for standard business operating hours, and
 - ability of management to adequately supervise.
- C. Division Directors shall submit the flextime proposal to the Human Resources Department and the City Manager for review.
- D. If flextime is granted, a PAF (Personnel Action Form) will be initiated indicating the employee's new schedule. For final approval, the PAF will require all proper signatures. Flextime will only begin after final approval from the City Manager.