

SECTION 4.2 – FLEX TIME OR ALTERNATIVE WORK SCHEDULES

The objectives of providing a “Flex-Time” or Alternative Work Schedule for employees are;

- a. To increase the availability of public services or otherwise enhance the effectiveness, efficiency, and/or productivity of city operations;
- b. To provide a level of flexibility to employees regarding the establishment of regular work schedules;
- c. To ensure the proper management of work hours versus paid leave utilization;
- d. To help maintain high employee morale, and;
- e. To aid in the retention and recruitment of valued employees.

The standard work week for employees, other than provided for in a current collective bargaining agreement, or 24-hour continual operation, shall be eight (8) hours per day, five (5) days a week, or forty (40) hours per week. However, the City Manager, through the Department Heads, may allow the altering of the normal working schedule to include the use of flex time or an alternative work schedule, keeping the following parameters at the forefront;

- a. Any/all departments must be staffed appropriately between the normal operating hours of 8:00am to 4:30pm, Monday through Friday.
- b. Proper Public interaction and public service must be maintained at all times.
- c. The standard number of hours worked in one calendar week is 40 and the standard number of hours worked within a pay period is 80. Flex time will not be allowed where an employee works more/less than 40 hours in one week or more/less than 80 hours within the pay period and intends to make up for it in another week or pay period.
- d. For employee’s working flex time, no overtime is earned for working in excess of an 8 (eight) hour day. Only time worked in excess of 40 hours per week or 80 hours in a pay period will be compensated at the overtime rate.

Each Department Head is responsible for permitting any alternative work schedule within their department so long as the above parameters are met. This alternative work schedule can be set annually, seasonally, weekly; whatever is in the best interest of the City, the department, and the employee. In order to be eligible for an alternative work schedule, an employee must be granted permission by the Department Head two weeks before the alternative schedule is to begin.

Alternative work schedules are a privilege, not an entitlement and can be revoked by the Department Head or the City Manager at any time, for any reason. Furthermore, the City Manager may discontinue all alternative work schedules at any time in the best interest of the City.

Employees on flex time or alternative work schedules will be charged from the appropriate leave category in accordance with their regularly scheduled work hours (i.e. 10-hour work day = 10 hours of leave; 9-hour work day = 9 hours of leave). Hours worked and/or charged to leave,

holidays, etc. during the work week must total forty (40) for full-time employees unless an unpaid leave of absence or overtime work is authorized.

PLEASE NOTE: Holiday pay is earned in 8-hour increments. If you are working a nine (9) or ten (10) hour day during the week of a holiday, you will need to make up the hour or two within the same calendar week to ensure hours worked or time off equals 40 hours per calendar week or 80 hours within a pay period. EXAMPLE 1: MLK Jr falls on a Monday. Tuesday-Thursday you work 9 hours each day. You must work at least 5 hours on Friday to make the 40 hours for the work week. EXAMPLE 2: MLK Jr. Falls on a Monday. Tuesday-Thursday you work 10 hours each day. You must work at least 2 hours on Friday or take 2 hours personal or vacation leave on Friday to make the 40 hours per calendar week.

This section does not supersede any other administrative orders executed prior to provide additional leave/comp time for employees working City events outside of normal operating hours.