In order to balance the need to extend work hours to better serve our residents, to minimize the use of overtime, and to provide an incentive to employees to accommodate personal responsibilities, the Township will occasionally grant flex time or allow for telecommuting. It is understood that it is the discretion of the Department Head to grant flex time or telecommuting privileges and that these privileges may be revoked at any time, with or without cause. In general, flex-time or telecommuting schedules should be approved by the Department Head. These work arrangements should not interfere with the regular operations of the department and should be used to accommodate special circumstances or to avoid the need for overtime. Non-exempt employees who are permitted to telecommute shall keep an accurate record of their hours worked and report that to their Department Head.

An employee wishing to request an alternative work schedule shall make a request to his or her Department Head for review and approval or disapproval. An alternative work schedule must be mutually agreed upon by the employee and Department Head. Any changes to the schedule must be approved by the Department Head. Employees may, at the discretion of the Department Head, be called to work despite an arrangement for an alternative schedule