



## PROCEDURES FOR FLEXIBLE WORK SCHEDULES

### FLEX-TIME

Flex-time is a work schedule which allows employees to work hours that are not within the standard 8:30 am to 5:00 pm range, five days a week, while maintaining a high level of service during core hours of operations which are 9:30 am – 3:30 pm.

#### Flexible Work Hours

Flexible work hours provide for the full number of scheduled work hours but with varied start and finish times while maintaining a high level of service during core hours. For instance, instead of the normal 8:30 am to 5:00 pm, an employee could work 7:30 am to 4:00 pm, 9:00 am to 5:30 pm, etc. Working any arrangement of hours within an 8 hour day constitutes a valid work day.

#### Compressed Work Week

There are several forms of compressed work weeks described as 4/10 and 9/80. A work schedule for 4/10 would consist of an employee working four 10 hour days. A work schedule for 9/80 would consist of an employee working four 9 hours days with one week working an 8 hour day and the next week the 8 hour day would be a day off.

#### Guidelines

1. Adequate staff coverage must be sufficient to meet the needs of the clients and to maintain essential operational services at all times. Flex-time schedules will be placed in a central location so that all employees can be aware of who is covering each department.
2. The quantity, quality, and timelines of employee work must be maintained or enhanced.
3. The employee shall have the option to returning to standard or prior schedules.
4. The implementation, continuance, discontinuance or modification of a flexible work schedule request shall be at the discretion of the Executive Director.