



**TOWN OF DEWEY-HUMBOLDT
ADMINISTRATIVE REGULATION**

AR No 08-03

Subject: *Flex-Time Work Scheduling*

**Effective Date: Nov. 13, 2008
Amended: November 16, 2010**

1. Scope. This policy applies to employees in all Town programs, agencies and authorities.
2. Purpose. To establish principles and regulations regarding the provision to allow a Flex-Time Work Schedule Program.
3. Overview. The Town recognizes that its primary focus should be on customer service and the convenience of its customers (the citizens of Dewey-Humboldt). Therefore the Town Manager has the option of granting a Flex-Time Work Schedule to positions that are structured such that a daily presence is unnecessary. The Town also recognizes that from time to time budget constraints prohibit the Town from being able to schedule. This policy outlines the specific requirements and restrictions related to Flex-Time Work Scheduling.
4. Definitions. For the purpose of this policy the following definitions apply:
 - 4.1. Flex-Time Work Schedule. Any full-time workday schedule that varies from the typical 8:00 a.m. to 5:00 p.m. or 7:00 a.m. to 4:00 p.m. work routine.
 - 4.2. Eligible Employees. As determined by the Town Manager, certain Town employees may be restricted to work fixed hours due to the nature of their position, job function, or duties.
 - 4.3. Office Hours. 8:00 a.m. to 5:00 p.m.
5. Flex-Time Work Schedule Program. When a staff member can demonstrate that his or her job will not be affected by a deviation from the typical work routine, a Flex-Time Work Schedule may be implemented.
 - 5.1. No Flex-Time Schedule may result in a shortage of staff wherein there are fewer than two staff members in the office during office hours.
 - 5.2. Flex-Time Schedules will be for full-time employees only.
 - 5.3. A lunch break of at least 30 minutes must be taken each day.
 - 5.4. Town paid Holidays shall be counted as eight (8) hours only.
 - 5.5. Schedules must be consistent. A typical Flex-Time Work Schedule may include, for instance, eight nine-hour days plus one eight-hour day to allow one full day off every other Friday or four nine hour days plus one four-hour day to allow one-half day off every Friday.
 - 5.6. If an employee is working a Flex-Time Schedule and requests a day off, the request will be for time during the scheduled Flex-Time shift. Schedules cannot be changed to modify time-off requests.
 - 5.7. At any time it is deemed that the Flex-Time Work Schedule is adversely impacting services provided by the Town, the Schedule will be changed.
 - 5.8. This policy applies only to non-exempt or hourly employees.
6. Required Form of Commitment. Personnel participating in a Flex-Time Work Schedule program must file with the Town a form acknowledging the obligations of this policy.

TOWN MANAGER APPROVAL

Initial: _____

Notes: Amended by Council 11-16-10 _____

Attachment A

Form of Acknowledgement for Flex-Time Work Schedule

I have read AR № 08-03 and accept and understand my obligations thereunder in order to receive the benefit of a Flex-Time Work Schedule.

Requested Flex-Time Schedule:

Week	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1					
Week 2					

Employee:

Name Printed

Signature

Witness:

Name Printed

Signature

TOWN MANAGER APPROVAL	Initial: _____				
This employee is an Eligible Employee: <input type="checkbox"/> Yes <input type="checkbox"/> No Date: _____					
Approved Flex-Time Schedule:					
Week	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1					
Week 2					
Notes: _____					