

	Policy: Flexible Work Schedule Policy	Effective Date: July 26, 2001
		Revision Effective Date:
	Policy Number: HR-30	Page 1 of 3
	_____ City Manager	_____ Human Resources Responsible Party

PURPOSE

The purpose of the Flexible Work Schedule Policy is to provide City employees with written guidelines on flexible work schedules that may be selected and committed to by City employees. Department Directors may establish seasonal work schedules and may implement flexible work schedules for an employee or group of employees where feasible.

SCOPE

The policy defines the criteria and parameters for work schedules for all City employees.

POLICY

Flexible work schedules are considered an option that an employee may request and is available upon final approval of the City Manager. Flexible work schedules may not be feasible for certain employees due to the design and preset schedule of a particular position. However, there are other jobs in which the general public might benefit from flexible work schedules. Flexible work schedules may be revoked at any time either to the individual, if the department director determines the action is warranted, or to all employees if the City Manager deems appropriate.

The following guidelines should be followed when considering flexible work schedules:

The employee shall outline on the Employee Work Schedule Selection Form the benefit and reason for the request, such as attending school, child-care issues, etc.

The employee and department director must agree to the work schedule. The Work Schedule Selection Form shall be completed and signed by both the employee and department director, then forwarded to the Human Resources Director.

The flexible schedule should be on a standard work day which can be easily monitored by the supervisor including such standard schedules as 7:00 a.m. to 4:00 p.m., 7:30 a.m. to 4:30 p.m., or 8:30 a.m. to 5:30 p.m. A flexible schedule due to job-related continuing education or a similar request will be reviewed on a case-by-case basis.

Each department director/division manager must ensure coverage for the work unit during core business hours (8:00-5:00, Monday-Friday).

City government gives eight hours for specified holidays, so if an employee is

scheduled to work a nine-hour day on a holiday, then the employee must take vacation leave to make up the difference.

The flexible work schedule should be constant week to week.

Any employee working a flexible schedule must take at least a 30-minute lunch break in order to provide a mental break in the work day.

Department Directors shall not be eligible for flexible work schedules.

The continued success of the flexible work schedule depends on a good faith effort by employees and their department director/division manager. All flexible work schedule requests shall be reviewed and reconsidered annually in accordance with the process outlined herein.

CITY OF MONROE

Employee Work Schedule Selection Form

Name: _____

Dept/Dir: _____

Date: _____

Reason for Request: _____

Employees that would like to work Flexible Work Schedule should indicate the schedule desired.

Designate 1 hour or ½ hour for lunch periods.

- A. 7:00 a.m. to 4:00 p.m. with lunch period of _____.
- B. 7:30 a.m. to 4:30 p.m. with lunch period of _____.
- C. 8:30 a.m. to 5:30 p.m. with lunch period of _____.
- D. Other – please describe _____
_____.

I understand that I am expected to adhere to this schedule unless exceptions or changes are approved by my supervisor.

Employee Signature

Date: _____

Department Director Signature

Date: _____

Human Resources Director

Date: _____

City Manager

Date: _____