



## **FLEX TIME POLICY**

### **PURPOSE**

Vulcan County has set a strategic goal to be an Employer of Choice for our employees. To achieve this goal we are enhancing our work environment and providing our employees with flexibility in their work schedules in order to achieve some balance between work and life. Vulcan County will implement a Flex Time Policy for permanent, full-time staff to assist in finding this work-life balance. This policy will not apply to staff that have schedules set as per the County's Personnel Policy No. 12-3120, or offers of employment that specify rotational scheduling.

### **DEFINITIONS**

#### **Flex time**

Flex time is an arrangement where employees work a full day but they can vary their working hours. With the approval of the Department Director, permanent, full-time employees will be eligible to opt into a "flex time" schedule, through shifting the start and/or finish to their day. The employee can work between the hours of 7:00 a.m. and 5:30 p.m. as long as the employee works either a 7.5-hour or 8-hour shift to complete his/her weekly 37.5 or 40 hours per week.

### **RESPONSIBILITIES**

#### **Role of Employee**

- Complete a Flex Time Application (Schedule A) and forward to his/her Director for consideration.
- To determine within the work team how coverage is maintained when the employee is not in the office.

#### **Role of the Director**

- To ensure service level considerations are reviewed.
- To determine within the work team, how coverage is maintained when the employee is not in the office.

- To implement and administer the flex time policy within his/her department.
- To maintain an on-going evaluation of the flex time policy to ensure compliance with the criteria.
- To review approve/not approve the flex time application/agreement and schedule of proposed work hours.

**Role of the Chief Administrative Officer**

- To review approved flex time agreements and schedule of proposed work hours from departments to ensure conformance with established employment and for custody of the document.

**GENERAL GUIDELINES**

1. All arrangements must be beneficial (win-win) to both employee and employer. At a minimum, service to the customer (both internal and external) shall not be compromised and any direct or indirect incremental cost to the County for extending a flex time option must be shown as advantageous through other benefits gained.
2. The operational requirements of the department or other departments shall not be adversely affected and shall take precedence.
3. All flex time arrangements must comply with legislated Employment Standards and specifically maintain average biweekly and total annual hours (i.e. 1950 or 2080). Further, it is expected that those employees who normally work a standard day and choose to work a flex time option will be required to maintain daily hours of 9:00 a.m. to 3:30 p.m.
4. The employee who currently receives a one-hour lunch period may utilize, by working, a maximum of half an hour of the unpaid lunch hour to apply to their flex time program if required.
5. A consistent, set work schedule is to be developed which outlines hours of work. The schedule must be based upon operational and customer service considerations.
6. Annual work hours of 1950 or 2080 (37.5 hours or 40 hours per week) must be maintained.
7. Potential deviations from the set work schedule that may be required should be discussed up front and mutually agreed upon by the Director and employee(s).

8. Should operational requirements necessitate that an employee is required to work outside his/her regular flex time schedule that time will be noted as applicable (pre)approved overtime.
9. It is not normally expected that an employee will be required to perform the principal duties of a higher level position whose schedule may be different from a team member. Acting pay will not be paid to an employee who is assigned some duties of an employee for brief coverage during the deviations at the start or finish of the daily schedule.
10. The flex time program is not available to employees who are working an assigned, modified or adjusted work schedule. This will include employees working a part-time status, Earned Day Off program or those on a rotational schedule as outlined in their offer of employment. The flex time program is a privilege, not a right. Therefore, at the Director's discretion, abuse (not fulfilling "hour" requirements, lack of coverage, etc.) may result in the employee losing the ability to participate in the flex time program.
11. Participation in this program is on an individually approved basis and is not an entitlement of the employee.
12. There are some positions, that based on their job requirements, may not be eligible to participate in this program. If this is the case the Director will communicate this to the employee and outline what requirements make the position ineligible.

### **ADMINISTRATIVE PROCEDURES**

1. All requests will be in writing in the form of a flex time agreement and schedule of proposed work hours.
2. Each office or operation must be able to maintain coverage during normal business hours: 8:00 a.m. to 4:30 p.m.
3. Extra time or overtime will not be calculated until after working the earned time and must be approved by the Director prior to being worked, as is customary.
4. Appeals of a decision under this policy must follow the Appeal Procedure as outlined in the County's Personnel Policy No. 12-3120.

### **APPLICATION PROCEDURE**

1. The employee requesting entry in the flex time program must complete an agreement and schedule of proposed work hours and forward to his/her Director.
2. The Director will review the proposal and approve or suggest changes to accommodate staffing / customer service needs.
3. Upon approval by the Director, the original signed flex time agreement and schedule of proposed work hours will be retained in the employee's payroll/personnel file and a copy will be forwarded to the employee for his/her files.

**TERMINATION OF PROGRAM**

The County and the employee may terminate the agreement for the flex time program with a minimum of 14 days' notice in writing.

Where an individual flex time program no longer complies with the criteria for approval, the Director will terminate the program without notice.

If a flex time program is terminated for any reason the employee will be unable to re-apply for the program for 6 months.

End of Policy

