

## STARLAND COUNTY

### POLICY MANUAL

**FUNCTION:** Personnel (Administration)

**FUNCTION NUMBER:** 130

**POLICY:** Flex-time Work Program

**POLICY NUMBER:** 130-12

**DATE:** September 25, 2012

**Purpose:** Employees often find it difficult to balance their careers with family life and other obligations and commitments. In Establishing a flex-time program for Starland County, employees are provided the opportunity to work additional time during the workday in exchange for taking an accumulated, equivalent amount of paid time off.

#### 1.0 Application

All staff defined as administration under the Personnel Policy and Procedures Manual.

#### 2.0 Details

1. Employee participation in the program is optional.
2. Program work hour options – for the purpose of accumulating flex-time pursuant to this program, employees may work a maximum of an additional ½ hour per day by 1) reducing their lunch break to ½ hour, 2) commencing work ½ hour earlier in the morning, or 3) working an additional ½ hour at the end of the work day. Accumulating flex-time by foregoing or limiting the length of coffee breaks will not be considered.
3. To ensure staffing levels in each department are maintained at an appropriate level at all times, the employee's selection of work hours and subsequent time off must be approved by the employee's supervisor.
4. Unless otherwise authorized by the Chief Administrative Officer, or his designate, a maximum of 2 days (14 hours) of flex-time may be accumulated.

5. Sick days, vacation days, statutory holidays and other County authorized holidays are not included in the calculation of accumulated flex-time.
6. Overtime shall only occur after 7.5 hours in a normal work day unless the participating employee has the maximum number of days (hours) accumulated. In all cases permission is still required from the employee's supervisor before working overtime.

### **3.0 Reporting and Record Keeping**

1. Employees participating in the program are required to record their accumulated and taken flex-time on their timesheets.
2. The Payroll Administrator will be responsible for maintaining the appropriate records for tracking flex-time accumulated and taken.