



Flex-Time Scheduling Policy

Purpose

The purpose of the flex time scheduling is to allow employees Friday afternoons off while maintaining a small staff of employees on site to conduct City business. Employees will rotate each week to share the burden of working Friday afternoons.

City Hall hours of operation will continue to be 8:00 am – 5:00 pm Monday thru Friday.

Staffing

- Each department head will be in charge of posting a schedule at least one month in advance listing the employees scheduled to work all day on Friday for the entire month ahead. It will be the department heads responsibility to ensure the department is adequately covered to continue providing service to the City.
- The schedule will be emailed to all recipients and also posted in each individual building.
- Flex time scheduling is completely voluntary for employees. Those not participating will work their normal work schedules.
- Each Department Head will be required to submit a schedule for approval by the 25th of each month to the City Manager, Assistant City Manager and Human Resources Director.

- Adjustments after the schedule has been submitted, as long as each department is sufficiently staffed, only need to be approved by the Department Head and a revised schedule sent is not mandatory.

Work Hours

Flex Time – Flex time must be accomplished during the same 40 hour work week. Employees scheduled to work until 5:00 pm on Friday afternoons will work the following schedule:

8:00 am – 5:00 pm Monday – Friday (1 hour lunch)

Or their normal work schedule.

Employees not scheduled to work beyond noon on Friday will work:

Either 7:30 am – 5:00 pm (1/2 hour lunch) Monday thru Thursday (36 hours)

or 8:00 am – 5:30 pm (1/2 hour lunch) Monday thru Thursday (36 hours)

8:00 am – 12:00 pm on Friday (4 hours)

Holidays

Flex scheduling when holidays occur during the Monday thru Friday work week.

- When a holiday falls during the Monday thru Friday work week all employees will work their regular 8 hour shifts each day. The flex time scheduling will resume the following normal work week.

Benefits to Flex Time

The benefits of flex-time include: increased job satisfaction; reduced stress; reduced absenteeism; increased ability to attract, retain and motivate high performing and experienced employees; and, better management of personal responsibilities.