



## **PERSONNEL POLICY**

### **SUBJECT: FLEXTIME AND COMPRESSED WORK WEEK**

DATE: January 1, 2017

Number: 313-16

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#### **I. Statement of Policy**

In an effort to foster a working environment that enhances productivity, reduces vehicle emissions, increases employee morale, and enhances recruitment and retention, this policy is intended to provide County employees an opportunity to vary their work schedules, while allowing departments to continue to provide services to citizens and other County departments in an efficient manner. These flex-time and compressed workweek options shall not reduce the level of service or the hours of operation of any County department. As such, having a flex-time/compressed workweek schedule is an employee privilege and not an employee right; it can be granted or revoked at the discretion of the Appointing Authority at any time. An employee may also voluntarily withdraw from the program. Any changes to a flex-time/compressed workweek arrangement must be approved in advance by the Appointing Authority.

#### **II. Background and Applicability**

All County employees, departments, and agencies may be considered for flex-time/compressed workweek options; however, not all employees will be eligible based on departmental operation or functional needs.

This policy applies to employees permitted to work a flex-time or a compressed work schedule. This policy does not apply to requests for a reasonable accommodation. Employees requesting to work a flex-time or a compressed work schedule as a reasonable accommodation should follow the County's procedures on requests for a reasonable accommodation.

#### **III. Establishment and Implementation of Procedure**

The County Manager, in consultation with the Chief Human Resources Officer and the County Attorney, is authorized to establish and modify, as needed, a procedure for implementing this policy.

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## PERSONNEL PROCEDURE

### SUBJECT: FLEXTIME AND COMPRESSED WORK WEEK

DATE: March 17, 2017

Number: 313-16

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#### I Definitions

- A. Flexitime: Workday start and end times differ from that of the workgroup's standard work hours, but the same number of hours per day is maintained.
- B. Compressed Workweek: Full-time options that allow employees to work longer days for part of a week or pay period in exchange for shorter days or a day off during that week or pay period.
- C. Core Time Period: Established range of time when everyone must be at work with flexibility on either end of the workday. For example, core hours may be from 9:30 a.m. to 2:00 p.m., but employees may start as early as 7:00 a.m. or leave as late as 6:00 p.m.

#### II. Operating Guidelines

- A. Regular office hours for most operations are 8:30 a.m. to 5:00 p.m. To ensure availability of personnel in all departments during these hours, each department must provide coverage during this time period by employees with necessary skills.
- B. The department may cancel the program at any time and revert to the conventional 5-day/8-hours per day/40-hours per week schedule.
- C. Those who abuse the policy may be removed from the program and scheduled to work a conventional 8:30 a.m. to 5:00 p.m. schedule.
- D. It is the responsibility of each supervisor to ensure that the policy and operating guidelines are understood and are being met within the work unit. Supervisors are also responsible to ensure that exceptions to the normal workweek are recorded as they occur.

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- E. Exceptions to the normal workday or week will be cleared with the supervisors as events occur. Leave, compensatory time or overtime will be accompanied by the normal request authorization and request forms.
- F. Time reports will be processed in accordance with present procedures.
- G. Eligibility for the program is determined by the Appointing Authority.
- H. Once granted by the Appointing Authority, employees adopting flex-time or compressed work week schedules officially begin working such schedules at the beginning of a standard bi-weekly pay period.
- I. Employees must submit requests for flex-time or compressed workweek options to their immediate supervisors in writing. Approval or denial of such requests shall also be made in writing. Denials shall state the basis upon which the employee's request has been denied.
- J. Should the Appointing Authority revoke an employee's privilege to participate in the program, written notice shall be provided to the employee stating the reason for the revocation.
- K. Whenever possible, changes to employee work schedules under this policy and procedure will be initiated with a minimum two-week notice.

### **III. Flextime Option: Operating Guidelines**

- A. Requests to Work a Flex-time/Compressed Workweek Schedule
  - 1. After completion of the initial probationary period of employment for classified employees or six (6) months of continuous employment for unclassified employees, the County will consider requests to work flex-time/compressed workweek.
  - 2. All requests to work a flex-time/compressed workweek must be in writing on the Flexible Work Arrangement Proposal Form (available on the County Employee Portal and submitted to the employee's Appointing Authority and the Department of Human Resources Management).
  - 3. Upon receipt of an employee's request, the County may contact the employee for additional information/ask for an explanation of why the employee's job responsibilities are suitable for a flex-time/compressed workweek arrangement.
  - 4. The County will consider requests to work flex-time/compressed workweek on a case-by-case basis taking into account the following factors: operational coverage; core work hours; and any other business reason. The County reserves the right to grant or deny requests in its sole discretion.

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5. The County may require employees working flex-time/compressed workweek to report to work outside of their customary hours occasionally to attend meetings or for other business reasons.
6. The County may require employees on flex-time/compressed workweek arrangement to report to work during certain core business hours.
7. The County reserves the right to revoke approval for a flexible work schedule and require the employee to revert to normal work hours at any time.

**B. Flexible Hours for Nonexempt Employees**

1. Nonexempt employees whose requests to work Flexible Hours have been approved must:
  - Take all meal or rest breaks required by law and County policy.
  - Make up any missed work hours in the same workweek in which they are missed.
2. Nonexempt employees working Flexible Hours:
  - Continue to accrue vacation time, sick time or other paid time off in the same manner as under standard work hours.
  - Will be paid for all time worked, including payment of overtime for all hours worked in excess of 40 per workweek.

**IV. Compressed Workweek Option: Operating Guidelines**

- A. The standard workweek is listed in Fulton County's Work Week, Work Period, and Pay Period Policy, with standard operating hours of 8:30 a.m. to 5:00 p.m.
- B. Eligible employees who work a standard 5-day workweek (Wednesday to Tuesday) may request to work the following Compressed Work Schedule: working ten (10) hours over the course of four (4) working days in one workweek (the "4/10" option).
- C. The County may designate separate non-standard workweeks for employees working a Compressed Work Schedule. If an employee has questions about which workweek applies to him or her, please contact the Appointing Authority.
- D. No full-time employee will be permitted to work a Compressed Work Schedule during any week in which there is a paid County holiday.

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- E. If an employee, whose regularly scheduled workday on a Compressed Work Schedule is greater than eight (8) hours, takes vacation or sick time during a regularly scheduled workday, the employee's vacation or sick time balance will be deducted by the number of vacation or sick hours used, up to the number of hours in the employee's regularly scheduled workday.
- F. Employees on a Compressed Work Schedule will be paid for any time spent on jury duty according to the County's Time Away from Work: Leaves & Holidays Policy and Procedure. Employees will not be paid for time spent on jury duty during their regularly scheduled day off.

**V. Special Rules for Nonexempt Employees Working a Compressed Work Schedule**

- A. Any changes to an employee's Compressed Work Schedule must be approved in advance by a supervisor.
- B. Nonexempt employees working on any Compressed Work Schedule:
  - Continue to accrue vacation time, sick time or other paid time off in the same manner as under standard work hours.
  - Will be paid for all time worked, including payment of overtime for all hours worked in excess of 40 per workweek.
- C. Timekeeping: Nonexempt employees who are permitted to work flex-time/compressed workweek must comply with the County's applicable Timekeeping Policy and payroll practices. Employees must accurately record all working time within the County's official time and attendance software.

**VI. Administration**

The County expressly reserves the right to change, modify or delete the provisions of the Flexible Work Schedule Policy without notice.

Each Department is responsible for the administration of this policy with respect to the department's employees. If you have any questions regarding this policy or if you have questions about flexible work schedules that are not addressed in this policy, please contact the Department of Human Resources Management.

**Flexible Work Arrangement Proposal Form**

Name: _____	Date Submitted: _____
County Address: _____	County Phone: _____
Title: _____	
Current Status      Full Time    or      Part Time    Exempt      or      Non Exempt	
Department: _____	
Supervisor: _____	Requested Start Date: _____

***Type of Flexible Work Arrangement Being Proposed:***

- Flexible Hours                     
  Telecommuting                     
  Compressed Work Week  
 Other\*

***\* If your flexible work arrangement is other than those described above, please attach a description.***

**Current and Proposed Work Schedule**

(Please indicate location if it is not a County workplace, e.g., home on Thursdays)

Current Work Schedule

	Start-End Time	Total Hours	Location
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

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Proposed Work Schedule

	<b>Start-End Time</b>	<b>Total Hours</b>	<b>Location</b>
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

**Please answer the following questions and be specific as possible.**

1. Describe the business rationale associated with your proposed flexible work arrangement.
2. Describe how you will accomplish your job under the proposal arrangement. Be specific.
3. Describe the solutions you propose to overcome any challenges presented by this arrangement.
4. Describe how regular communications will be handled.
5. Describe how and when your work will be reviewed and measured, and how your performance will be assessed. (The arrangement should support any goals or objectives you have set for the year.)

I understand that the County is not obligated to approve a proposal for a flexible work arrangement for any employee. The decision is at the discretion of my immediate supervisor. Flexible work schedules are subject to ongoing review and may be subject to termination at any time based on performance concerns or business needs. Generally, the supervisor or the employee should give at least 2 weeks' notice in advance of ending or changing an arrangement, business needs permitting. In some instances, a resumption of the original schedule may no longer be possible and alternatives should be identified.

\_\_\_\_\_  
Employee Signature      Date

\_\_\_\_\_  
Supervisor's Signature      Date

- Request Approved
- Request Denied

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