




Human Resources Policies and Procedures

Policy Title: Flextime	Policy Number: 3.15
Effective: March 13, 2006	
Supersedes:	
Approval: 	Page 1 of 7

1.0 Scope

- | | |
|---|--|
| <input checked="" type="checkbox"/> Full-time | <input checked="" type="checkbox"/> Salaried |
| <input checked="" type="checkbox"/> Part-time | <input checked="" type="checkbox"/> Union |
| <input type="checkbox"/> Temporary/Contract | <input type="checkbox"/> Independent Contractors |

Employees who are covered under the provisions of a collective bargaining agreement will follow the standards as contained in their respective contracts if this policy conflicts with the language in the contract.

2.0 Purpose

The purpose of this policy is to provide options, within a standardized framework of policies and procedures, for individualized workweek schedules without changing the total number of hours to be worked. This policy allows the development of alternate work schedules for individual staff employees when, in the opinion of management, it can be done without compromising a Service Unit's efficiency and effectiveness of providing services to its customers.

3.0 Policy

- 3.1** It is the policy of the City of Ann Arbor to permit employees, when possible, to utilize flextime to achieve improved service levels and to accommodate particular needs of the employees.

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- 3.2** Management and employees recognize that the use of flextime cannot prevent or interfere with the accomplishment of the mission, goals and tasks of the City and its various service units, nor can flextime cause a reduction in the levels of service presently being provided.
- 3.3** It is also recognized that the success of flextime depends entirely upon the cooperation and good faith efforts of all parties involved, and on a mutual understanding and acceptance of the benefits and limitations of flextime.
- 3.4** Management must be open to alternative and creative approaches to the scheduling and accomplishment of work, while employees must fulfill their commitments in a trustworthy and productive manner, for flextime to succeed.

4.0 Responsibility

4.1 Employees participating, or wishing to participate in flextime shall:

- A. Obtain advance approval of an alternate work schedule from his/her supervisor.
- B. Be able to meet all workload requirements, and attend all scheduled meetings while working an alternate work schedule.
- C. Submit a time card, when required, and accurately indicate the exact hours worked each day.
- D. Comply with all City policies, as well as State and Federal laws as they relate to this policy.

4.2 Supervisors, Managers, and Service Area Administrators administering, or wishing to administer flextime shall:

- A. Insure compliance with all City policies, as well as State and Federal laws as they relate to this policy.
- B. Approve only hours in which work is available, or in which it is possible to perform the duties of the job.
- C. Determine the staffing and workload requirements and, if necessary, designate a minimum number of persons to be available during core hours.

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- D. Ensure staffing levels are adequate at all times to ensure quality customer service, effective communication and the proper discharge of day-to-day functions and responsibilities.
- E. Ensure flextime arrangements conform to City policy and collective bargaining agreements.

4.3 Human Resources Services shall:

- A. Insure compliance with all City policies, as well as State and Federal laws as they relate to this policy.
- B. Provide guidance on the application of the Flextime policy and procedures.

5.0 Definitions

- 5.1 Flextime** is a continuous or intermittent system by which an employee requests to work an alternate work schedule within specific limits dictated by the needs of the Service Unit operation, and is subject to management review and approval.
- 5.2 Core hours** are prescribed times of day when all available employees must be in work status in their units; core hours may or may not be required in a specific unit, depending upon the nature of the work performed or the level of service to be maintained.
- 5.3 Bandwidth** is established by the service unit and is the span of time beginning at the earliest time an employee may start work and ending at the latest time an employee may stop work.
- 5.4 Alternate work schedule** is an acceptable employee work schedule initiated by the employee, other than that work schedule which has been traditionally worked by the employee, and agreed to by management, without changing the total number of hours to be worked.

6.0 Procedures

6.1 General Provisions

- A. Feasibility of flextime is based on cooperation and trust among staff, supervisors and management.

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- B. Flextime is completely voluntary; employees may choose to remain with their standard schedules.
- C. Each Service Unit will have the option of allowing flextime or not based on the nature of the Unit's services.
- D. Adequate personnel, including supervisory personnel, will be available to carry out work activities without creating any loss in services to the public.
- E. Performance expectations shall not change as a result of a flextime agreement.

6.2 Eligibility

- A. Flextime is not an employee benefit; therefore no City employee is entitled to or guaranteed the opportunity to use flextime.
- B. It is understood that flextime is not possible for all positions equally. Specific positions may be excluded on a temporary or permanent basis to meet workload or production requirements.
- C. Employees requiring close supervision are restricted to working only those hours when supervision is available.
- D. Annual performance evaluations must indicate a performance level of at least "Meets Expectations" or other satisfactory rating for an employee to be eligible to participate in flextime.
- E. If it is determined the flextime option is hindering operations or is being abused, management may discontinue flextime on an individual or service unit-wide basis at any time.

6.3 Scheduling

- A. Flextime schedules are requested by the employee. This does not nullify management's right to change official employee work schedules to meet the needs of the City, in a manner consistent with applicable provisions of City policies, collective bargaining agreements, or State or Federal laws.

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- B. The standard alternate work schedule for exempt employees is eighty (80) hours per two-week pay period, not including a lunch period each day.
- C. The standard alternate work schedule for non-exempt employees is forty (40) hours per week, not including a lunch period each day.
- D. Employees' work schedules may begin earlier or later than normal operating hours, may extend beyond the normal operating hours and/or include weekend hours.
- E. Employees must incorporate a lunch break for each day scheduled to work.
- F. Rest/break periods may not be used as part of the alternate work schedule, as rest/break periods are standard work time, and employees are in pay status during rest/break periods.
- G. An alternative work schedule shall not allow for regular workdays in excess of ten (10) hours per day (except as provided for by special written agreements through Human Resources Services).
- H. Flextime is always straight-time, hour for hour; employees may not schedule compensable overtime.
- I. All flextime arrangements must conform to the overtime, record keeping, and meal break provisions of the Fair Labor Standards Act (FLSA) and the State of Michigan labor laws.
- J. No alternate work schedule for non-exempt employees will be approved requiring more than forty (40) hours of actual work in a workweek.
- K. Due to the varying staffing requirements and operational needs of each service unit, it is not practicable to specify scheduling requirements under this policy. It is considered appropriate to leave these matters to the discretion of management of the operations. See City policy 2.10, Unit Specific Policies.

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6.4 Approval Process

- A. Requests for a flextime agreement are initiated by the employee and shall be given to his or her immediate supervisor including a proposed alternate work schedule.
- B. The employee and his or her immediate supervisor shall discuss the benefits and challenges that may occur with the proposed alternate work schedule.
- C. If an alternate work schedule is approved by his or her immediate supervisor, a flextime agreement shall be put in writing and signed by both parties. The flextime agreement shall include the following:
 - 1. Complete description of the individual's alternate work schedule;
 - 2. Start date of alternate work schedule;
 - 3. Time period for the alternate work schedule if pre-limited (i.e. only from May – September); and
 - 4. Review date at the end of the trial period.
- D. All employees and management entering into a flextime agreement shall submit a copy of such agreement in writing to Human Resources Services prior to implementation of the alternate work schedule. Failure to do so may result in the inability to continue the flextime agreement.
- E. Management may deny any employee's request for flextime based on business needs.

6.5 Effect on leave accruals and usage

- A. Use of leave time, except holidays, will be based on the work schedule.
- B. Holiday time will be considered eight (8) hours per full day holiday and four (4) hours per half-day holiday. Any additional hours scheduled for that day must be charged to accrued benefit leave time.

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- C. If the holiday falls on the employee's regular day off due to an alternative work schedule, the employee is entitled to holiday benefit pay in accordance with City Policy 4.2, Holidays.
- D. Salary, benefits and health insurance will not change as a result of a flextime agreement. The employee's conditions of employment shall remain the same as under the standard workweek arrangement.

6.6 Evaluation Process

- A. Service Units wishing to implement flextime for their employees should begin the flextime arrangement with a three-month pilot program.
- B. During the pilot, management should gather data to evaluate any significant effects resulting from the alternate work schedule.
- C. Upon completion of the pilot program, management and the employee should discuss the data gathered and determine whether or not the alternate work schedule is meeting the needs of the Service Unit and the employee.
- D. All alternate work schedules should be reviewed annually to see that they are still viable and are still meeting the Service Unit's and employee's needs.

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