

FLEXTIME SCHEDULING GUIDELINES & PROCEDURESSM

(SAMPLE)

I. Objective

To improve employee work-life balance by providing them with greater flexibility in scheduling their work hours.

II. Policy

Employees may use a flextime work schedule, subject to the following conditions:

- The department has the discretion to determine if staffing coverage is adequate and sufficient to meet the operating requirements of the department.
- The normal work week of 40 hours shall be observed.
- Computation of vacation/overtime/sick Leave: The accrual of these benefits is the same for employees working flextime as for those working a standard schedule.
- Flextime schedules must initially be evaluated over a trial period.
- The department management/supervisor may, at its discretion, implement, continue, discontinue or modify flextime work schedules. At its discretion, the department's management has the right to return an employee to a standard work schedule.

III. Definitions

Flextime is a schedule by which an employee may work an alternate work schedule within specific limits dictated by the needs of the job, and is subject to management review and approval.

Time limits are placed on the amount of "flex" an employee has by establishing "core hours" and "flexible hours."

Core hours are established by the departments and are the hours during which all employees must be on the job.

Flexible hours are established by the departments and are the hours beginning at the earliest time an employee may start work and ending at the latest time an employee may stop work.

IV. Responsibilities

Department management ensures that flextime is administered consistently and equitably within the department, and that flextime arrangements conform to Company policy. Management also ensures that staffing is always available to meet the operational requirements of the department.

The employee plans and organizes his or her time to meet the job requirements established by the department manager. Also, the employee shall inform the supervisor when coverage is not adequate.

V. Evaluating Flextime Schedules

Departments wishing to implement flextime schedules for their employees should begin the flextime arrangement with a pilot to evaluate the program. During the pilot, the department manager should gather data to evaluate any significant changes which result from the flextime schedule(s). It is recommended the information include data on:

- Absenteeism
- Turnover
- Punctuality
- Relevant production statistics and workload issues

Upon completion of the pilot program, the supervisor and manager in the department should review the data for any inconsistencies or problem areas. The department should also survey the opinions of all staff and management. The data from the pilot evaluation and the opinion survey should be used to determine whether to continue the program.

VI. Annual Review

All programs should be reviewed annually to see that they are still viable and are still meeting department and employee needs.