



LAC LA BICHE COUNTY PROCEDURE

TITLE: Flex Time Standard Operating Procedure

PROCEDURE NO: CS-03-014-14

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-014 AMENDMENT DATE:

1.0 General Guidelines

No flex time arrangement shall have a negative impact on the performance of the employee, or adversely affect the performance of any other employees. Also, some departments may be unable to offer flexible hours for some positions and/or during certain times of the year.

Employees who have been subject to any disciplinary actions in the previous 90 work days shall not be eligible for flex time or compressed workweek schedules.

The employee must demonstrate a high level of performance on the job and provide logical and feasible rationale for the requirement of flex time or compressed workweek scheduling (e.g. participation in a car-pooling arrangement, restrictions made by necessary child-care arrangements, traffic issues for commuters, etc.).

Regardless of an employee's ability to meet all eligibility requirements, it may not be possible to accommodate all requests for flex time or compressed workweek schedules, based on organizational needs.

Flex time arrangements are recognized as temporary agreements that may be terminated by either the County or the Employee with reasonable notice. A minimum two week period will be considered reasonable notice.

At the discretion of the Chief Administrative Officer, a compressed work week may be approved for an individual, a department, a portion of a department or the organization as a whole provided that such a change will enhance service to County customers or meets an organizational strategic objective (such as employee retention). In the case of a compressed workweek schedule, the work days and hours agreed upon must not affect the County in a negative manner (i.e. customer needs are not able to be met).

The County reserves the right to immediately return an employee on any flex time or compressed workweek schedule to their standard schedule at any time in the event that the new schedule has adversely affected their ability to perform normal job functions, or if County circumstances change such that a return to a standard schedule is necessitated.

2.0 Procedure

All requests and agreements pertaining to flex time or compressed workweek schedules must respect and adhere to the following:

- A request for an alternative work schedule must be submitted in writing using the ``Two-Up`` approval process. If the Employee is not satisfied with the decision, the Employee can appeal to the Chief Administrative Officer. The Chief Administrative Officer will have the final and binding decision.
- The decision pertaining to the Employee's request will be provided to the Employee in writing. A copy of this document will be placed in the Employee's personnel file.
- An agreement under this procedure must include a start and end date. Any changes to those dates require another written agreement.
- An unpaid lunch must be scheduled for a minimum of 1/2 hour each working day.

“Original Signed”
Chief Administrative Officer

November 8, 2013
Date