

FLEX TIME

Definition:

Flex time is defined as the practice of permitting employees to choose, with certain limitations, their own working hours. It is the time period within which employees may vary their schedules. An example of a flexible schedule is beginning the workday at 8:00 a.m. and ending at 4:00 p.m.

Objective:

The objective of the Flex Time Policy is to offer and provide employees of the City of Camden the option to change their work hours from the regular hours established by the City to those that will not cause a burden on the employee to keep. By implementing this policy, the city will not suffer a loss of productivity, since those employees opting to use the policy will continue to work the same number of hours per day. In addition, employees will have the opportunity to address issues that would normally make it difficult to work the established work hours.

- A. In a flex time system, employees work the same number of hours as on a standard schedule. However, they are permitted to acquire these hours within what is called a band width, which is the maximum length of the workday. The recommended band width for employees of the City of Camden is from 7:30 a.m. to 5:30 p.m. Employees will not be permitted to begin their workday before 7:30 or end their workday after 5:30.

- B. Core time is that part of the day when all employees must be present. The suggested core time for city employees is between 10:00 a.m. and 3:30 p.m.
- C. Employees wishing to use flex time must submit their request in writing to the supervisor. The consent of the supervisor and department director must be obtained prior to the use of flex time.
- D. Once the employee, the supervisor and the department director have agreed on a beginning and ending time, the employee is expected to work the schedule every day.
- E. The supervisor and department director will make reasonable efforts to accommodate the employees' preferences. However, no request for a change in work hours shall be approved if the change would diminish the effectiveness of the employees' functions or units.
- F. If the new schedules do not work well for the individuals, the supervisor and department director will have the authorization to return the employees to their previous work schedule. Employees will receive at least one week's notice of the changes.
- G. This policy is not meant to permit employees to work during lunch and end their workday earlier than they should.
- H. All approvals of flexible schedules must be forwarded to the Timekeeper in the Personnel Office prior to the start of the new schedule.
- I. This policy may be revised to address future issues that will impact on the objectives of the policy.