

TOWN OF HERNDON - ADMINISTRATIVE REGULATIONS

EFFECTIVE DATE: July 16, 1997

FILE UNDER SECTION 1

NO. 36

REVISION DATE: N/A

SUPERSEDES: N/A

APPROVED BY: Robert A. Stalzer

SUBJECT: Flextime

I. PURPOSE

This administrative regulation provides information and guidelines for the implementation of a flextime program.

II. DEFINITIONS

Flextime is a work schedule in which fixed times of arrival and departure may be replaced by a working day which is composed of two different types of time: core time and flexible time.

Core Time is the time designated during which all employees must be present.

Flexible time is the time designated during which the employee, after gaining appropriate supervisory approval, may choose his or her arrival and departure time.

III. POLICY

In an effort to accommodate the needs of employees within the context of organizational requirements, increase productivity and customer service, and to attract and retain highly motivated employees, department heads and operations managers may implement flextime schedules. No flextime authorization shall adversely affect the ability of the department or operational unit to remain fully open and available for the conduct of the public's business.

Flextime is not a right of the Town's employees. It is a privilege voluntarily agreed to by an employee and his or her supervisor. A department head or operations manager may determine that flextime is not appropriate under any circumstances. A department head, operations manager, or the Town Manager may revoke flextime work schedules for any or no reasons.

IV. PROCEDURES

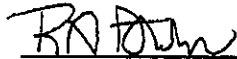
1. Department heads and operations managers must consider Town obligations and priorities, desirable levels of customer service, organizational equity and employee morale and productivity to determine which employees or groups of employees would be eligible for flextime schedules.
 2. Core time for Town of Herndon offices is 9:00 a.m. - 3:00 p.m., Monday-Friday. Department heads or operation managers may modify the core time period if necessary to maintain or support operations.
 3. Flexible time bands must be established setting the outside limits for both arrival and departure times. The determination of the flexible time bands will depend largely on the operation of the department.
 4. Flextime schedules which authorize more than a 40-hour work week shall be approved in advance by the Human Resources Manager to ensure compliance with Fair Labor
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Standards Act (FLSA) requirements.

FLSA eligible employees (employees determined to be nonexempt as listed in the Town's Position Classification Plan) may not work more than 40 hours within a seven consecutive day work week without receiving overtime pay or compensatory leave, even if the overtime is worked in connection with a flexible work schedule and at the request of the employee. FLSA eligible employees may not waive their entitlement to overtime pay or compensatory leave for time worked in excess of 40 hours in order to facilitate a flexible work schedule.

5. Departments and operations should solicit employee involvement prior to issuing a flextime schedule to ensure that operational and employee needs are addressed to the fullest extent possible.
6. Departmental flextime policy should be provided in writing to all employees to ensure that the department's specific procedural requirements are understood.
7. The flextime schedule for any employee shall be set forth in writing and placed on file in the employee's department. Individual flextime schedules shall be made known throughout the employee's department/division in order to facilitate communication and coordination of work.
8. Flextime schedules should be reevaluated periodically (and at least annually) to ensure that public service, supervision and employee needs are being adequately and fairly addressed.
9. Department heads or operations managers reporting to the Town Manager may arrange for flextime with the Town Manager under these policies.



Robert A. Stalzer
Town Manager