



Flextime Work Schedules

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1.0 POLICY

It is the policy of the County of Lee to permit its employees to utilize flexible working schedules to achieve improved service levels. It is the responsibility of the Department Director to determine the basis and methods of scheduling hours in order to achieve improved service levels.

2.0 DEFINITIONS

2.1 Flextime: Alternative work schedule which allows an employee to vary the time or day(s) that she or he arrives at work and departs from work.

3.0 PROCEDURE / RULE

3.1 General Provisions: The following guidelines shall apply to flextime alternatives:

- A.** Flexible schedules must not result in routinely scheduled overtime. The Human Resources Department is available to assist with designing schedules that meet this criterion.
- B.** Each Department Director will have the option of allowing flexible scheduling or not based on the nature of the department's services.
- C.** Each employee's flextime work schedule must be approved by his or her direct supervisor and/or Department Director.
- D.** Adequate personnel, including supervisory personnel, will be available to carry out work activities without creating any loss in services to the public.
- E.** If it is determined that the flextime option is hindering operations or is being abused, the Department Director may discontinue flextime on an individual or work group basis at any time.

- F.** All general offices of the County that interact directly with the public or internal personnel are expected to be open and staffed each working day from **8:00 AM to 5:00 PM**.
- G.** Holidays shall be concurrent with the official opening and closing schedule of County departments. Holiday pay is for 8 hours. In any workweek that a holiday is to be observed, flex schedules will not be allowed. Employees will work the normal workday schedule of eight (8) hours.
- H.** Flex time is to be authorized on a feasibility basis, with the understanding that many County positions do not lend themselves to flexible working hours.

4.0 APPENDIX / APPENDICES

None.