



Addendum 11.2

Flexible Work Schedule Guidelines

Guidelines

Guilford County will permit employees to request schedules other than the traditional work hours (8:00 am – 5:00 pm; Monday – Friday or other assigned work hours), provided the schedule change does not interrupt departmental function, meets the needs of the organization, and facilitates better service provision to Guilford County.

When a scheduling deviation is requested, these guidelines should be referenced, as well as Guilford County Personnel Regulation 11, Fair Labor Standards Act.

Prior to the beginning of the time reporting period in which the new schedule will begin (if approved), the Department Director, and Human Resources Director, must approve deviations from the standard schedules.

Exceptions: A scheduling deviation of one hour or less during Monday – Friday may be approved by the Department Director, provided the change is reported in writing to the Human Resources Director prior to the beginning of the current time reporting period.

Departmental management (with the approval of the Department Director) may initiate a request that an employee deviate from the traditional hours (8:00 am – 5:00 pm; Monday – Friday) to better meet the needs of the organization.

Purpose

The activities of some departments require alternative work schedules to meet the needs of the organization and/or better serve the citizens of Guilford County. In those departments, after approval from the Human Resources Director the Department Director may authorize deviations from the usual schedule. It is the responsibility of the Department Director to determine the basis and method of scheduling employee flextime hours so that no disruption or curtailment of services or functions will occur.

Employee and Management Responsibilities:

A. No flex schedule will begin prior to 6:00 am nor end later than 7:00 pm.

B. Employee must have a minimum of two years of service with Guilford County.

- C. A request for an alternative work schedule must be based on one or more of the following acceptable reasons:

Meet the needs of the organization
Expand or improve service

- D. Employee must consult with his/her supervisor in developing a schedule that allows the employee to complete his/her duties under adequate provisions of security, supervision, facilities and/or staff access.
- E. Consider service to citizens and the employee's personal safety in reviewing alternative work schedules. Working alone or at night should be considered with respect to safety.
- F. Adequate coverage during prime business hours is required for providing service to citizens.
- G. An employee who requests an alternate work schedule must also consider the following and review Section H:
- The time away from work is determined based upon ensuring maximum coverage for the unit and/or department.
 - The Department Director may determine that all County employees are expected to work on a particular day to maximize attendance at meetings or trainings, or to ensure appropriate coverage.
 - The duties, obligations and responsibilities of an employee who is approved to work an alternate work schedule are the same as employees who work the traditional work hours.
 - The employee may be required to work hours outside of his/her alternate schedule.

H. To be eligible to work a non-traditional schedule, an employee's employment history must demonstrate his/her:

Conscientiousness about work time and productivity.

Self-motivation and ability to work well alone.

Ability to communicate effectively with supervisors, co-workers, support staff and clients.

Current overall performance ratings of "meets expectations" or above in his/her current position.

- I. An employee working an approved flexible work schedule will be monitored by his/her immediate supervisor to make certain that assignments are completed satisfactorily and that the work of other employees is not negatively impacted by the employee's alternative work schedule. After an employee begins working an approved flexible work schedule, the immediate supervisor will conduct periodic reviews with the employee to evaluate the success of the arrangement. The reviews should occur at the following intervals: 30-days, three months, six months and one year. During these reviews, the effectiveness of the altered schedule will be evaluated, as well as the impact to the overall work environment of the employee's department or agency. A status report will be given by the immediate supervisor to the Department Director and the Human Resources Director. The continuation of a flexible schedule will be at the discretion of the Department Director and the Human Resources Director. Requests to continue the flexible work schedule, after the initial approval, must be submitted annually at the time of the employee's annual performance review.

Flexible Work Schedule Process:

Action By: Employee	Action: Makes a written request via the "Request for Flexible Work Schedule Form" and submits it to immediate supervisor.
Immediate Supervisor	Reviews request and makes recommendation to Department Director. May request a written analysis of work tasks from employee.
Department Director	Reviews request and approves or denies request. If request is denied, it is returned to the immediate supervisor, who will inform the employee. If request is approved, then forwards request to Human Resources Director.
Human Resources Director	Reviews and approves or denies request. If request is denied, then it is returned to the Department Director.



Request for Flexible Work Schedule Form

To: _____ (Supervisor, Include Job Title)

From: _____ (Employee, Include Job Title)

Department: _____

Date: _____

☐ Initial Request

☐ Change Request

☐ Annual Request Renewal

RE: **Flex Schedule Request**

EXPLANATION: (Include coverage to ensure request will NOT have a negative impact on persons served, the program/area or operations)

Day of the Week		
	Work Hours	Lunch
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Total Work Hours Less Lunch		

SIGNATURES:

Employee

Date

Immediate Supervisor

Date

Approved

Disapproved

Department Director

Date

Approved

Disapproved

Human Resources Director

Date

Approved

Disapproved