

MASTICS MORICHES SHIRLEY COMMUNITY LIBRARY FLEXIBLE SCHEDULE POLICY

The flexible work schedule is a discretionary action designed to assist the Library in better utilizing human resources and to assist employees in balancing work responsibilities and personal concerns. Documented benefits of flexible schedules in the workplace include:

- Decreased absenteeism due to health issues or family obligations
- Decreased absence due to routine appointments
- Increased employee flexibility to balance work and personal obligations
- Increased employee productivity and initiative
- Increased employee satisfaction and loyalty
- Increased health and well-being of employees

Flexible work schedules may be established where service and productivity will not be adversely affected and where financial resources, staffing, and coverage permit. Requests for flexible work schedules will be considered on their own merits and individual circumstances; however, the Library reserves, in its total discretion, the authority to deny such requests.

PROGRAM CRITERIA

Non-probationary, full-time (FT) employees in good standing are eligible to be considered for a flexible work schedule. All flexible schedules are subject to the approval of the department head whose decision is final and not subject to further review or grievance. Department heads/supervisors are encouraged to provide maximum flexibility for their employees in good standing.

Prior to an employee beginning a flexible work schedule, a **Flexible Schedule Approval Form** must be executed by the employee, his/her department head and the Library Director. A 30-day trial period will be imposed for new flexible schedules.

In situations where the flexible work schedule option is found to be unsuccessful, the supervisor or the employee must provide at least two weeks' notice that the flexibility option in use will be discontinued.

FLEXIBLE WORK SCHEDULE OPTIONS

Alternative Work Schedule - This option provides an opportunity for an employee to continue in a full-time position but under a non-traditional schedule. For example an employee may opt to work from 8 a.m. – 4 p.m. instead of the traditional 9 a.m.-5 p.m. schedule.

Compressed Work Week - This option provides an opportunity to work a full 35 hour work week in four (4) days. Compressed work weeks maintain the same overall number of hours required of a full-time employee, but are compressed into fewer days. Employees working a compressed work week may be required to work two evening shifts per week, based on the needs of their department. In no instance will a compressed work week be shorter than four (4) business days.

CORE SCHEDULE

As part of an alternate work schedule, employees will be required to work a core schedule that will include days/evenings/weekends. In this manner, the Library can ensure that public service desks are covered at all times.

An employee's regular flexible schedule may be used to establish an arrival and departure time. Under no circumstances may arrival times be earlier than 1.5 hours before public hours of the Library, nor departure times later than 1.5 hours after public hours, unless preapproved by a Department Head.

The employee's core schedule will likely be his/her public desk schedule each week. These hours are not flexible. The employee is responsible for arranging personnel coverage of core hours if he/she will be out of the building for a meeting or continuing education opportunity, or at work but required at a public service department meeting. Core schedule personnel changes will be noted by the employee on a master schedule.

Core hours will only be covered by supervisors when employee requests have been approved in advance for a five or more consecutive vacation days, or during periods of illness or other approved absences.

LIBRARY CORE HOURS

Weekdays (Monday-Thursday): 9AM-1PM, 1PM-5PM, 2-6PM, 5PM-9PM, 6-9PM

Fridays: 9AM-12PM, 12-3PM, 3PM-6PM

Saturdays: 9AM-1PM, 1PM-5PM

Sundays: 12PM-4PM

EMERGENCY CLOSINGS

Employees on a flexible schedule will be credited for UP TO a maximum of 7 hours per workday if the library closes for any emergency such as a snow day. Only employees pre-approved and regularly scheduled for a compressed work week by their Department Head will

be credited for their normally worked hours in the case of an emergency closing.

In the case of a delayed opening or early dismissal, employees will be credited for their normally worked hours that day. Flexible schedule privileges may not be used to extend normally worked hours credited during periods of closure, delayed opening or early departure. Time cards/forms may be used to determine normally worked hours.

RESTRICTIONS

Flexible Schedules are an accommodation by the employer, not a right of the employee. Employees will be required to be present for Departmental and/or library-wide meetings. Employees cannot utilize flex time to avoid scheduled meetings.

Supervisors may, at any time, alter a previously approved schedule to accommodate the requirement for coverage for co-workers, meetings, travel, training, conferences, and other essential work related activities

Employees must account for full-time hours through their time cards and/or library forms for use of vacation/personal/sick/flex time, and meetings/continuing education opportunities.

FLSA CONSIDERATIONS (FAIR LABOR STANDARDS ACT)

- Flex schedule lunch periods may not be shortened to less than one-half hour. Break periods may not be combined, used to shorten a workday, or used to extend a lunch period.
- Employees may never work over 40 hours per week. Hours worked over 35 but under 40 will be put into a “flex-bank” for use no later than one (1) year subsequent to deposit.
- Employees may not maintain more than 14 hours in their “flex-bank”. Flex-time forms are available on the Staff Web Page.

Adopted: February 28, 2011

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