



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy: Flexible Schedules Policy
Creation Date: March 12, 2004
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Prepared By: HR Department
Approved By: City Manager
Legal Review: Elizabeth Ruhmann

DESCRIPTION: FLEXIBLE SCHEDULES POLICY

Recognizing the need for City of El Paso (the "City") employees to maintain work, family and personal commitments, the City supports flexible scheduling options that are mutually agreed upon by both the City and the employee. All flexible scheduling arrangements must be cost-neutral and contribute to customer service, productivity and employee morale.

Flexible schedules may include variations in daily beginning and ending work times, adjusted lunch period, or a compressed workweek, provided the schedules comply with state and federal employment, wage and hour laws.

Good relations among everyone involved are important for a successful policy. Trust is a big factor, supervisors must feel confident that employees will not abuse the benefits that are inherent in a flextime schedule. Everyone should realize that flextime is a privilege, not a right, and if abused, can be taken away at the discretion of the supervisor. Additionally, supervisors and department heads may schedule flextime for employees as operationally necessary.

A flextime schedule shall satisfy and conform with the following, as applicable:

A. Purpose: Flextime is a tool used to allow employees to work hours that are not within a City Department's standard time periods. There are times when a department's operational needs require employees to either come in earlier than their normal reporting time, or to stay later than their normal end of shift time. Flextime may permit a department head and supervisor to allow an employee to

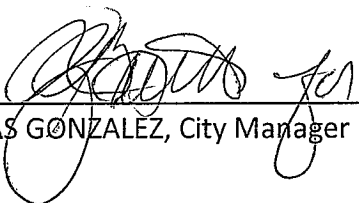
fluctuate their weekly schedule. Flextime may also allow an eligible employee to take longer or shorter lunch periods. Normal breaks may not be combined or accrued.

B. Application: The adjustment of an employee's work schedule must be approved by the supervisor prior to the employee exercising the flextime schedule. It is the responsibility of the supervisor to verify and ensure performance of employees who are granted flex-time.

C. Types of Flextime Schedules:

- a. Adjust leave or start-time.
- b. Adjusted Lunch Period. An employee may be allowed to adjust the length of their lunch period, while still working the required number of hours in the day.
- c. Compressed Workweek. An employee may be allowed to work four (4) nine-hour days and one four-hour day, or other combinations of a 40-hour workweek, as approved by their supervisor and department head.

APPROVED BY:



TOMAS GONZALEZ, City Manager

DATE: 9/17/15