

CITY OF DENTON

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: HUMAN RESOURCES	REFERENCE NUMBER: 110.02
SUBJECT: ATTENDANCE	INITIAL EFFECTIVE DATE: 07/02/85
TITLE: HOURS OF WORK/FLEXTIME	LAST REVISION DATE: 08/25/03

ADMINISTRATIVE DIRECTIVE:

The hours that City offices and departments are open for business shall be determined by the City Manager or his/her designee(s). Within this framework, departments may schedule work shifts as workload demands and, to that end, may use flexible scheduling and/or alternative workweeks as well as telecommuting agreements (see Policy no. 103.02) so long as the standard of outstanding customer service is not impaired.

The supervisor has the option of providing the employee with an adjusted work schedule. An adjusted schedule may only be implemented at the discretion of the supervisor. The employee must submit a request in a timely manner and according to standard work scheduling procedures in the division. There may be instances when an employee may not receive scheduled flextime due to the nature of the daily work situation. An adjusted work schedule shall be considered a privilege and not a right, and shall never interfere with proper performance of employees' work responsibilities and departmental work schedules.

Supervisors have the right to require the employee to forego a prior-approved adjusted work schedule if the temporary loss of the employee will create a detrimental work situation for the department. Examples of this include the absence of another employee or the need to complete a particular project within a certain time period, or when approval would jeopardize the safety of other employees or citizens.

DEFINITIONS:

“Flextime” is defined as the altering or adjusting of a normal daily work schedule to allow employees to engage in work/life balance activities or to further the interests of the City of Denton and its citizens. Examples of appropriate reasons for using flextime include, but are not limited to:

- 1) Allowing employees to attend doctor appointments for themselves or their dependants;
- 2) Allowing employees to attend classes for the advancement of their own education;
- 3) Allowing employees to avoid commuting during rush hour time on Level Orange or Level Red Ozone days or in an effort to reduce the City of Denton’s emission levels;

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- 4) Allowing employees to schedule health maintenance activities such as a regular exercise program or class; and
- 5) Allowing employees time off at the end of the week to compensate for extra hours worked in the first part of the workweek, as long as the non-exempt employee is still paid overtime for any actual time worked in excess of forty hours..

“Alternative workweeks” is defined as workweeks that may consist of something other than five days of eight (8) hour shifts. Examples would include four days of ten (10) hour shifts or four days of nine (9) hour shifts and one day of a four (4) hour shift. Alternative work weeks must comply with the Fair Labor Standards Act (“FLSA”) requirements for overtime pay for hours worked in excess of forty hours per work week by non-exempt employees; comply with the City of Denton’s definition of the seven day workweek from 12:01 a.m. Saturday to 12:00 midnight the following Friday; and, must not enlarge or reduce a regular employee’s holiday pay benefits (see Policy no. 107.02).