

TOWN OF LOOMIS

ADMINISTRATIVE POLICIES AND PROCEDURES

FLEX-TIME POLICY

Effective Date: 8/13/1996

Resolution 96-62

PURPOSE

The purpose of this policy shall be to allow flexibility in an employee's working hours within each pay period and is subject to continued approval by the town manager. All employees are to be encouraged to take their authorized flex day(s) off.

POLICY

Under the discretion of the town manager, employees may work a 9/80 work schedule by:

1. One day of eight working hours per pay period.
2. The remainder of the working days in any given pay period will contain nine working hours.
3. One "flex-day" off per pay period.
4. Employees are allowed one hour for lunch on each work day however, this hour shall not be considered as a worked hour for non-exempt employees.

Scheduling of such time will be approved in a way that does not result in too few employees to cover the work need.

Employees are encouraged to take their flex-day during the pay period it was earned. In special circumstances when a flex-day is not taken during one pay period of the month, it may be carried into the other pay period within the same month. Flex-days may not be accumulated past the month in which they were earned.

Non-exempt employees who do not take their scheduled flex-days off within a month due to peak workload periods will be compensated for overtime at a rate of one and one half times the base pay. It is mandatory that any overtime worked be approved in advance by the town manager.