

**TOWN OF VIENNA, VIRGINIA
ADMINISTRATIVE REGULATIONS**

Subject:

Regulation No:

2.13

Effective Date:

November 1, 2018

FLEXIBLE WORK HOURS (FLEXTIME)

Supersedes: August 9, 2007; June 24, 2009

I. PURPOSE

This Administrative Regulation provides information and guidelines concerning the administration of the Town's flexible work hours (flextime) program.

II. APPLICABILITY

This program is available to certain employees and functions of Town government where it is determined that a flexible work schedule is an appropriate work plan by the department head and the Town Manager.

III. DEFINITIONS

- A. *Flextime:* An alternate work schedule by which an employee may work alternate hours within specified limits dictated by the needs of the job, as determined by management or, if requested by an employee, an alternate schedule that is subject to management approval.
- B. *Core Business Hours:* The time designated during which all employees must be present at work to conduct government business and which a department head may require an employee to be present at the work site despite an approved flexible schedule.
- C. *Flexible Schedule:* The alternate work times designated by management during which the employee works or which the employee has been approved by management to work.

IV. POLICY

- A. In an effort to achieve organizational work outcomes, or to accommodate the needs of employees within the context of organizational requirement, and/or increase productivity and customer service, and/or to attract and retain highly motivated employees, the Town may implement flextime schedules for some functions or for some employees.
- B. No optional flextime authorization shall adversely affect the ability of the department or division to remain fully available for the conduct of the public's business nor shall it cause any increase in cost to the Town.
- C. Unless approved by management, flextime is not a right of any Town employee. It is a privilege voluntarily agreed to by an employee and the Town of Vienna. It may be determined that flextime is not appropriate under any circumstances for a particular position or operation. A department head, the Human Resources Director, or the Town Manager may deny, suspend or revoke flextime work schedules for any or no reason.

**TOWN OF VIENNA, VIRGINIA
ADMINISTRATIVE REGULATIONS**

Subject:

Regulation No:

2.13

Effective Date:

November 1, 2018

FLEXIBLE WORK HOURS (FLEXTIME)

Supersedes: August 9, 2007; June 24, 2009

V. ADMINISTRATION OF FLEXTIME

A. Town/Management Assignment

1. It is a department head's responsibility to determine the personnel by which departmental operations may be conducted; the methods and means of performing work; the assigning and deployment of employees to meet operational demands; and to take whatever actions that may be necessary to carry out the department's mission, as authorized or delegated by the Town Manager.
2. At times, a particular job may require that an employee be assigned to work hours or days outside of his/her regularly scheduled workweek or work hours, or the work hours observed by peers in the same department or function. In this event, a department head may assign an alternate schedule to that employee, referred to as a "flexitime" schedule, temporarily within the same workweek or work period, or as an indefinite or permanent work schedule.

B. Employee Requested

1. Department heads must consider Town obligations and priorities, desirable levels of service, organizational equity and productivity to determine whether an employee or employees may be eligible for optional flexitime schedules.
2. For employees assigned to Town Hall offices, core business hours are 9:30 a.m. through 3:00 p.m., Monday through Friday. As their service demands and needs continually change due to conditions or seasons, the department heads for the Community Center and Police Headquarters are responsible for determining their core business hours.
3. Employees requesting to work a flexitime schedule for personal reasons will be required to be at the work site within the established core business hours, unless otherwise authorized by the department head and Town Manager.

**TOWN OF VIENNA, VIRGINIA
ADMINISTRATIVE REGULATIONS**

<u>Subject:</u> FLEXIBLE WORK HOURS (FLEXTIME)	<u>Regulation No:</u> 2.13	<u>Effective Date:</u> November 1, 2018
Supersedes: August 9, 2007; June 24, 2009		

VI. OVERTIME AND HOLIDAY PAY

A. Overtime

Non-Exempt employees may not work more than 40 hours within the Town’s workweek or, for sworn personnel, established FLSA work period, without receiving overtime pay or compensatory leave, even if the overtime is worked in connection with a flexible work schedule. FLSA eligible employees may not lawfully waive their entitlement to overtime pay or compensatory leave for time worked in excess of 40 hours, or determined work period for sworn personnel. Overtime work must be pre-approved by the employee’s supervisor.

B. Holiday Pay

1. Full-time employees on flextime will receive holiday pay in the amount of hours that the employee would have regularly worked on the Holiday.
2. Replacement holiday when holiday falls on a non-work day:

If a holiday falls on a day when the full-time employee is not scheduled to work, then the preceding or following workday will be given off instead, even if the replacement holiday is in a different pay period.

VII. APPLICABLE DOCUMENTS

Request for Flextime Schedule (HRD 2.13-1).

<i>Signature of Town Manager:</i>	<i>Date:</i>
	November 1, 2018