FLEXIBLE WORK SCHEDULES

IN THE ADMINISTRATIVE OFFICE OF THE COURTS

PURPOSE

The Administrative Office of the Courts is committed to providing flexible work options to its employees to assist them in balancing their professional and personal lives. Flexible work schedules allow employees to meet the mission and needs of their division and to coordinate work hours and other personal obligations.

POLICY

Employees may be allowed to establish a work schedule that is mutually acceptable to them and their immediate supervisors, provided that their job responsibilities continue to be met at or above acceptable standards, and agency and division goals and objectives are not impaired as a result of the adjusted work schedule.

APPLICABILITY

This policy is applicable to all employees of the Administrative Office of the Courts, including probationary, temporary, term, and permanent classified and unclassified employees.

DEFINITION

Flextime: A flexible work schedule that allows an employee to deviate from the standard work day by establishing an alternate workday that begins and/or ends at different times. An employee will work a forty-hour work-week, eight hours per day, but may have his/her workday begin and end at times other than the standard 8:00am to 5:00pm workday (e.g., 7:00am - 4:00pm).

Compressed Work Week: A compressed work-week allows an employee's work schedule to deviate from the standard five-day work week and 8:00am to 5:00pm workday by establishing an alternate work schedule that begins and ends at different times. An

employee will work a 40-hour work-week, but may compress his/her work schedule into less than five days (e.g., ten hours per day / four days per week).

Modified Work Hours: Modified work hours allow temporary adjustments of an employee's work schedule on an occasional basis. An employee must still work forty hours per week if he or she is non-exempt from the Fair Labor Standards Act (FLSA) or 80 hours in a pay period if exempt from the FLSA, with the supervisor's approval. An employee may adjust his/her work hours because of work demands, emergencies or personal reasons. For example, an employee who attends an out of town training on a Wednesday and returns home at 8:00pm (three hours beyond his/her work hours scheduled), may then adjust his/her work schedule that Friday by working five hours (leaving three hours early.)

Immediate Work Group: A group of employees, as designated by their supervisor, who have related or associated work assignments and are responsible for backing up each other's assignments.

GUIDELINES

A. It is the supervisor's responsibility to ensure that all work areas have sufficient staff available to conduct normal business between the hours of 8:00am to 5:00pm. Monday through Friday.

B. Employees requesting flexible work schedules must be performing satisfactorily in their positions.

C. An employee will not be permitted to use this policy if his or her position requires that he or she work during normal business hours; if flextime or compressed work schedule time will require or result in increased overtime in order to accomplish work assignments; or if all members of the immediate work group have not approved a proposed flextime or compressed work schedule request.

D. The fact that an employee is participating in a car or van pool does not imply automatic approval of a requested flexible work schedule.

E. Employees who are non-exempt from the FLSA should work a schedule that involves not more than forty hours per week (Saturday - Friday), unless prior approval for overtime has been granted. Employees who are exempt from the FLSA should work a schedule that involves not more than eighty hours per pay period, unless prior approval for administrative time has been granted.

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F. Employees may be required to work at a time they would normally not be scheduled to work because of training, meetings or other office priorities. FLSA exempt employees may modify their work hours during these times; FLSA non-exempt employees must modify their work hours during these times, unless prior approval for overtime has been granted.

G. All employees on a compressed work schedule will revert back to a "normal" schedule (8:00am to 5:00pm, Monday through Friday) during weeks that contain a paid holiday.

H. Employees who take leave must take the same number of hours as scheduled on their flextime or compressed work week schedule (e.g. if an employee works a 4-day/10-hour work week and wants to take one day of sick leave, the employee must request 10 hours of sick leave for that day).

FLSA non-exempt employees must include in their flextime or compressed work week schedule request, and actually take on a daily basis, a lunch break of at least one-half hour.

PROCEDURE

A. Employees requesting flexible or compressed work schedules must complete the Flexible/Compressed Workweek Schedule Application and submit it to their immediate supervisors. To complete the application, it is necessary to have those members of an employee's immediate work group sign that they approve the schedule and will assist in covering an employee's areas of responsibilities (e.g., phone calls, last-minute requests) during the normal business hours that the employee is not available.

B. Supervisors will review all applications for flexible or compressed work schedules for completeness and then discuss them with the immediate workgroup to be sure they have no unaddressed concerns regarding the schedule. In evaluating work schedule requests, the supervisor will ensure that the mission of the department is not compromised and that the quality of the services remains the same or is enhanced. In addition, the supervisor should take into account the employee's need for direct supervision and the impact of the proposed schedule on continuity of services and any mandatory work duties or attendance at recurring meetings.

Flexible or compressed work schedule contracts expire every three months and must be renegotiated with the employee, the coworkers in his/her immediate workgroup and his/her supervisor. The new contract will take into consideration the work schedule needs of all employees in the immediate work group.

D. Employees or supervisors wishing to change flexible or compressed work schedules must

request them in writing with at least a five-workday notice and include reasons for wanting to change the work schedule. Reasons may include but are not limited to employee performance, workload issues, quality of life issues, or service to AOC customers.

E. Completed and approved Flexible/Compressed Workweek Schedule Applications will be retained in the employee's personnel file by the Human Resources Division.

Effective Date: May 13, 1997

John M. Greacen, Director
Administrative Office of the Courts

May 13, 1997
Date

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ADMINISTRATIVE OFFICE OF THE COURTS

FLEXIBLE/COMPRESSED WORK WEEK SCHEDULE APPLICATION

Employee: _____ SSN: _____

Title: _____ Division: _____

Flexible/Compressed Work Schedule Requested:

	SAT	SUN	MON	TUE	WED	THR	FRI
Start							
End							
Lunch	Lunch:	Lunch:	Lunch:	Lunch:	Lunch:	Lunch:	Lunch:

Note: FLSA non-exempt employees must schedule at least 1/2 hour each work day for lunch.

Additional explanation of above schedule (if necessary):

What is the immediate work group's plan for maintaining coverage of your work assignments when you are absent?

_____ _____

Applicant Signature Date

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FLEXIBLE/COMPRESSED WORK WEEK SCHEDULE APPLICATION (cont.)

Name: _____ Division: _____

Approval required by all coworkers of immediate work group:

Printed Name	Approved?	Signature	Date
_____	Y ___N	_____	
_____	Y ___N	_____	
	Y N	_____	
	___Y ___N	_____	
	Y N	_____	
_____	Y ___N	_____	

Supervisor Approved? ____ Yes ____ No Expiration Date: _____

_____ _____

Signature of Supervisor Date

Reason if disapproved:

Distribution:

Original - employee's personnel file

Copies - employee, supervisor and immediate work group