



Alameda County  
General Services Agency

# Flextime Guidelines Pilot Program



December 26, 2018

## GENERAL STATEMENT & PURPOSE

The Alameda County General Services Agency (GSA) is committed to developing successful flextime arrangements that serve the needs of both the employees and the Agency. The purpose of the Flextime Pilot Program is to implement nine-day flextime work schedules (pilot basis) for select GSA work units in order to determine the feasibility of implementing agency-wide. The benefits of providing flextime work schedules are as follows:

- Increase employee satisfaction and engagement
- Recruit and retain a skilled, motivated, and diverse workforce
- Increase employee performance
- Reduce carbon footprint

The Flextime Pilot Program will focus on meeting business needs, and providing effective and efficient services to our customers, while offering employees the opportunity to work a flextime schedule.

The following guidelines provide a general framework for eligible employees and supervisors. These guidelines do not attempt to address all situations, business needs, and special conditions.

## EMPLOYEE RESPONSIBILITIES

Employees who have been identified to participate in the Flextime Pilot Program shall: (1) obtain advance approval of a proposed flextime schedule from the supervisor; (2) be able to meet all workload requirements; (3) participate in all scheduled conferences and meetings, which may fall on a flex-day; and (4) work with the supervisor to coordinate schedules with other employees to maintain staffing levels and required supervision.

The flextime program is not an employee right but instead an employee privilege. Therefore, it is essential that employees read the Alameda County General Services Agency Flextime Pilot Program Guidelines and understand the terms and conditions.

Employees who are required to work on their flex-day will be provided sufficient advance notice.

## SUPERVISOR RESPONSIBILITIES

Supervisors shall determine staffing and workload requirements and approve/deny requests for flextime in accordance with these guidelines. Supervisors are responsible to ensure adequate coverage is available at all times.

## DEFINITIONS

*Employee:* Alameda County General Services Agency full-time eligible employees.

*Supervisor:* The individual who has day-to-day supervision over the employee identified to participate in the flextime pilot program.

*Core Days:* Pre-specified days when all available employees must be in work status.

*Nine-Day Flextime Schedule:* The employee has one day off per biweekly pay-period by working 75/80 hours in nine days instead of ten days.

*Scheduling Period:* The period of time for which a flextime schedule is approved.

## ELIGIBILITY

The Director, Chief Deputies, or designees have the discretion to determine if their division/unit will participate in the Flextime Pilot Program. Eligible employees may participate in the Flextime Pilot Program subject to staffing coverage and exceptions due to functional assignments and performance-related issues.

Flextime for the employee must not negatively affect the workload or productivity of coworkers either by shifting burden or creating delays in work flow. Employees who have problems with punctuality, attendance, and/or performance, or who require close supervision, are not eligible for flextime schedules. An employee may be denied eligibility for abuse of flextime, such as misrepresentation of hours worked.

## CORE DAYS

Core days will be determined by the Chief Deputies or designees.

## SCHEDULING PERIOD & EVALUATING FLEXTIME SCHEDULES

A scheduling period shall be determined by the supervisor and shall not be less frequently than quarterly. Supervisors shall gather data to evaluate any significant effects resulting from the flextime schedule(s) prior to approving such schedule(s). The following information shall be considered:

- Staffing coverage needs
- Business needs and workload issues
- Employee absenteeism
- Employee performance
- Employee punctuality
- Staff turnover
- Non-exempt overtime
- Other significant issues impacting service delivery

## STAFFING GUIDELINES

It is recognized that staffing needs will vary according to functions. Supervisors have the responsibility and discretion to determine if staffing coverage is adequate and sufficient to meet

the operating requirements of their respective unit. Additionally, GSA must ensure sufficient and adequate supervisory/management coverage during all working hours. In determining staffing coverage, supervisors shall take into consideration planned (e.g., vacation, extended leave of absences) and unplanned absences (e.g., sick leave). The GSA Director or designees have the discretion to identify functional assignments that are exempt from the Flextime Pilot Program in order to meet business and service delivery needs.

## NINE-DAY FLEXTIME SCHEDULES

### **FLSA Exempt Classifications and Overtime Non-Eligible Classifications**

#### 80 hours per pay-period

For employees who are not eligible for overtime, the following schedule is available upon supervisor's approval:

1. Work eight 9-hour days, one 8-hour day, and be off one day within the biweekly pay-period.

This does not apply for FLSA non-exempt employees nor employees eligible for overtime.

### **FLSA Non-Exempt and Overtime Eligible Classifications**

#### 80 hours per pay-period

For employees in 80-hour pay-period classifications who are eligible for overtime, the following schedules are available upon supervisor's approval:

1. Work five 8-hour days in week one and four 10-hour days in week two of the biweekly pay-period; or
2. Work four 10-hour days in week one and five 8-hour days in week two of the biweekly pay-period.

#### 75 hours per pay-period

For employees in a 75-hour pay-period classification who are eligible for overtime, the following schedules are available upon supervisor's approval:

1. Work five 8-hour days in week one and three 9-hour days and one 8-hour day in week two of the biweekly pay-period; or
2. Work three 9-hour days and one 8-hour day in week one and five 8-hour days in week two of the biweekly pay-period.

## HOLIDAY SCHEDULING

For pay-periods in which there is a County holiday, employees who have a 9-day flex schedule may be eligible to flex. If an employee elects to do so, the employee must adjust their schedule to observe the holiday as a regularly scheduled eight (8) hour workday. The employee and supervisor will identify an alternative flex day off within the pay period by mutual agreement. If agreement cannot be reached, the employee will revert to a regular schedule for the pay period containing a holiday.

For pay periods in which there are two (2) or more County holidays, employees may not flex and will revert to a regular schedule.

## LEAVE REPORTING/ACCRUALS

There will be no change in the accrual and use of vacation or sick leave. Accruals and use of these leaves will continue to be accounted on an hourly basis.

## RESOLVING SCHEDULE CONFLICT

In the event of a schedule conflict, employees are encouraged to resolve conflict among themselves. If employees are unable to resolve the conflict, the supervisor shall resolve the conflict in favor of the employee with the most seniority in the unit. If the same or similar conflict arises again and the supervisor again must resolve the conflict, the conflict shall be resolved in favor of the employee with the next most unit seniority. County seniority will be used if a tiebreaker needs to be implemented.

## SUSPENSION OR TERMINATION OF FLEXTIME PILOT PROGRAM

Flexitime scheduling may be temporarily suspended, as necessary, to respond to staffing needs, business needs, and service delivery. GSA retains the right to eliminate the Flexitime Pilot Program.