



LAKE COUNTY
BOARD OF COUNTY COMMISSIONERS
County Procedure

Title: FLEXIBLE SCHEDULING

Number: ES-4.04.06

Approved: June 27, 2008

Originator: Employee Services

Review: June 27, 2013

I. PURPOSE AND SCOPE

The purpose of this procedure is to outline general guidelines for the administration of alternative work schedules for employees of the Lake County Board of County Commissioners (BCC). Alternative work schedules should be considered only when the use of such would enhance service opportunities or meet other operational requirements. Department directors are responsible for setting departmental work schedules. This procedure is applicable to all employees of the Board of County Commissioners except Fire/Rescue employees assigned to 24/48 shift work.

II. DEFINITIONS

- A. Compressed Work Week: A work schedule that results in working fewer than five full work days in a seven-day work week (e.g. four ten-hour days).
- B. Designated Work Week: The seven day period that begins on Sunday and runs through the following Saturday each week.
- C. Flexible Scheduling: Work hours and work days that deviate from the standard full time schedule of Monday through Friday 8:00 am through 5:00 pm with a one-hour lunch break.

III. PROCEDURES

- A. Guidelines for use of flexible scheduling:
 - 1. Work hours must be arranged within the parameters of the work week so that a full-time employee's regular schedule is forty (40) hours. Flexed time cannot be adjusted between multiple work weeks.

Example: Employee A is regularly scheduled to work 7 hours a day on Monday, Tuesday and Wednesday and 9.5 hours a day on Thursday and Friday. The total scheduled hours is 40 for the work week.

2. Holidays

- Holiday pay will be granted in accordance with the employee's established work schedule for the week.

Example: Employee A in the example above would receive 7 hours of holiday pay for the Labor Day Monday holiday. He would receive 9.5 hours of holiday pay for the Thursday Thanksgiving Day holiday.

- Full-time employees who are required to work on a holiday will be paid for the actual hours worked on the holiday in addition to their regularly scheduled number of hours of holiday pay, in accordance with the Holiday procedure.

Example: Employee A from above is required to work for 7 hours on Labor Day Monday. He will receive 7 hours of holiday pay and 7 hours of pay for time actually worked.

3. Sick Leave and Annual Leave: Employees regularly scheduled to work a flexible schedule will use approved sick or annual leave in accordance with their established work schedule for the week.

Example: Employee A is sick and cannot work on Tuesday, when he is normally scheduled to work 7 hours. He will use 7 hours of sick leave for this absence.

4. Flexible scheduling must be authorized in advance by the supervisor.
5. Each non-exempt employee must schedule and take a minimum of one-half hour meal break each work day.

B. Guidelines for use of a compressed work week:

1. The compressed work week must fall within the parameters of the

designated work week so that a full-time employee's regular schedule is forty (40) hours. Compressed time cannot be adjusted between multiple work-weeks.

2. Holidays

- Holiday pay will be granted in accordance with the employee's established work schedule for the week.

Example: Employee B is regularly scheduled to work Monday through Thursday from 7:30 am until 6:00 pm with a half-hour lunch break. She will receive 10 hours of holiday pay for the Monday Labor Day holiday.

- Full-time employees who are required to work on a holiday will be paid for the actual hours worked on the holiday in addition to the ten (10) hours of holiday pay, in accordance with the Holiday procedure.

Example: Employee B from the example above is required to work for 5 hours on Labor Day Monday. She will receive 10 hours of holiday pay and 5 hours of pay for time actually worked.

3. Sick Leave and Annual Leave: An employee regularly scheduled to work a compressed work week will use approved sick or annual leave in accordance with their established work schedule for the week.

Example: Employee B is sick and cannot work on Tuesday, when he is normally scheduled to work 10 hours. He will use 10 hours of sick leave for this absence.

C. Department Directors are responsible for ensuring the fair and equitable administration of flexible scheduling.

D. The County will pay non-exempt employees overtime at a rate of one and a half times the normal rate of pay for all hours worked in excess of forty (40) per work week in accordance with the Fair Labor Standards Act.

IV. **RESERVATION OF AUTHORITY**

The authority to issue or revise this Procedure is reserved to the County Manager. The County Manager may authorize exceptions to this procedure when deemed appropriate.

Approved by:

Cindy Hall, County Manager

Date: June 27, 2008