

AMERICAN LIBRARY ASSOCIATION PERSONNEL POLICY MANUAL

Item Number: 301a

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FLEXTIME POLICY

Updated 3/12/07

PURPOSE

The American Library Association recognizes the importance of a philosophy of flexibility within the workplace that can assist in meeting the needs of both employees and management. Flextime is intended to give managers greater ability to arrange schedules in ways that better serve the needs of the constituencies served by the department, and provide some flexibility for staff to arrange schedules. Consistent with this philosophy, and mindful of our business needs, we have developed the following flextime guidelines.

DEFINITION

Flextime is a system of varying employee work time, in which each employee will work the same number of hours as usual, but the timing of hours worked will vary by mutual agreement between the employee and the supervisor, within established flextime guidelines.

ELIGIBILITY

- A. All regular full and part-time regular employees are eligible for flextime scheduling.
- B. The choice of a work schedule for an individual or a unit must be made subject to the overriding requirement that full departmental operations, services, and commitments will be maintained. In all cases, flexible schedules are subject to department approval.
- C. Flextime is not available to employees who are on probation and/or in progressive discipline.

GUIDELINES

- A. Granting an employee's request for a flextime work schedule is done so at the discretion of the supervisor and must be pre-approved by the Manager or Department Head, as applicable. The Department Head has the option of not allowing flextime within a unit depending on the nature of the unit's service or operating requirements.

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B. Hours of Work/Schedules

- a. Regular Association business hours for most units are 8:30 a.m. to 4:30 p.m., Monday through Friday. Generally, departments remain open and fully operational during the one-hour lunch period provided by Association policy.
- b. Employees must still work their regularly scheduled work hours (e.g. 35 hours per week for full time employees).
- c. Flexible schedules must be compliant with federal and state labor laws, and association policies.
- d. Lunch and rest periods may not be used as part of the Flextime scheduling, as rest breaks are standard work time, and employees are paid during rest breaks.
- e. Managers are responsible for ensuring sufficient coverage for the unit to operate during Association business hours.
- f. Flextime schedules may be either:
 - 1) *Fixed*, that is, the employee may start, end, and take a lunch break at the same hours every day; or
 - 2) *Variable*, that is, the employee may work a varied daily schedule of hours per work week,

Flextime schedules may be either:

- 1) *Long-term*, that is, for a period of time longer than one bi-weekly payroll period, such as monthly, quarterly, indefinitely, etc.; or
- 2) *Short-term*, that is, for one week, one payroll period, or other short periods of time.

- g. Participants must work a minimum of 17.5 hours a week to be eligible for medical/dental benefits.

C. No one should be required to work a non-standard schedule except in areas where such a schedule is a condition of employment or made necessary by operational requirements. Department heads may restrict flexible scheduling options when workflow or other conditions require; or

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where performance or productivity is not satisfactory. Appeals of such decisions should be referred to the appropriate Department Head.

- D. New employees should be adequately trained and have completed 60 days of work before receiving approval to work flextime, unless the immediate supervisor is also on such a schedule; or if flextime is negotiated as part of the hiring process. Employees requiring close supervision are restricted to working only those hours when supervision is available.
- E. Costs to the association cannot increase as a result of this policy.
- F. In the event that granting multiple flextime requests would leave the unit understaffed, seniority will determine who gets first choice on a schedule request. However, seniority may not be used to “bump” another employee already using a flextime schedule **nor can an employee who elects to further their education “bump” another employee already working under a flextime agreement.**
- G. The Association reserves the right to modify or eliminate the Program at anytime.

PROCEDURE

Employees must complete a Flextime Agreement Form and submit it to their supervisor at least two weeks prior to the proposed start date of the flextime schedule. Flextime Request Forms are available in Human Resources and on the Association’s internal web site. Supervisors are responsible for forwarding a copy of the approved Flextime Request Form to Human Resources and maintaining a copy of the approved work schedule for unit records.

FLEXTIME REQUEST FORM

Name _____

Date _____

Job Title _____

Unit / Department _____

Reason _____
(Include documentation)

I wish to request a flexible work schedule for the following three-month period and, if approved, agree to adhere to this work schedule and to the terms and conditions of the Flextime Policy. I understand that this does not alter the at-will nature of my employment.

Month One:	Monday	Tuesday	Wednesday	Thursday	Friday	<u>Hrs Worked</u> Total
Week Ends (Date): _____ Start and End Times / Lunch Time						
Week Ends (Date): _____ Start and End Times / Lunch Time						
Week Ends (Date): _____ Start and End Times / Lunch Time						
Week Ends (Date): _____ Start and End Times / Lunch Time						

Month Two:	Monday	Tuesday	Wednesday	Thursday	Friday	<u>Hrs Worked</u> Total
Week Ends (Date): _____ Start and End Times / Lunch Time						
Week Ends (Date): _____ Start and End Times / Lunch Time						
Week Ends (Date): _____ Start and End Times / Lunch Time						
Week Ends (Date): _____ Start and End Times / Lunch Time						

Month Three:	Monday	Tuesday	Wednesday	Thursday	Friday	<u>Hrs Worked</u> Total
Week Ends (Date): _____ Start and End Times / Lunch Time						
Week Ends (Date): _____ Start and End Times / Lunch Time						
Week Ends (Date): _____ Start and End Times / Lunch Time						
Week Ends (Date): _____ Start and End Times / Lunch Time						

Employee Signature

Supervisor Signature

Date

Date

Unit Manager

Department Head/Executive Director

Date

Date