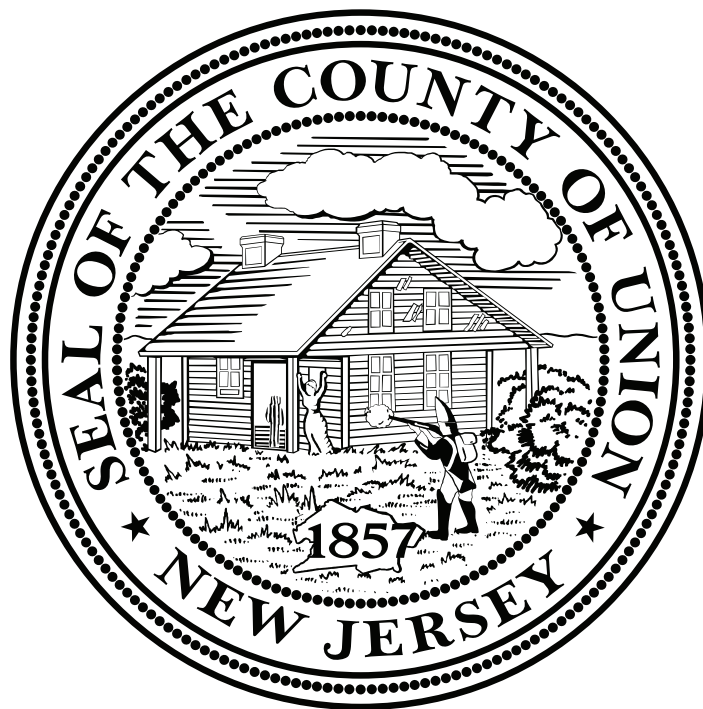


COUNTY OF UNION

Flex-Time Policy



Union County

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UNION COUNTY BOARD OF
CHOSEN FREEHOLDERS

COUNTY OF UNION FLEX-TIME POLICY

I. POLICY STATEMENT

It is the policy of the County of Union, hereinafter referred to as “County,” to allow its employees, in appropriate situations, to utilize Flex-time. Flex-time is not a right; county employees must first obtain permission to engage in flex-time from appropriate managerial personnel. County employees are still encouraged to work regular hours if capable.

II. DEFINITION OF FLEX-TIME

A Flex-time work week allows an employee flexibility in setting his or her work hours to fit his or her personal needs while fulfilling the needs of the County in providing quality services. More specifically, Flex-time is a work schedule which allows County employees to work hours that are not within the standard 8:00 AM to 5:00 PM range, while maintaining a high level of service during approved working hours.

III. REQUIRED APPROVAL FOR FLEX-TIME

The County Manager shall have the authority to promulgate rules and procedures appropriate to this policy. County employees are required to obtain the consent of their respective Department Head or Division Head prior to initiating a flex-time schedule. Respectively, Department Heads and Division Heads must obtain the consent of the County Manager. Upon approval, the appropriate managerial employee must provide written notice of his/her approval of the employee’s flex-time schedule to the Director of the Division of Personnel Management and Labor Relations explaining the scope and nature of the employee’s flex-time schedule.

IV. JOB FUNCTION MUST BE SUITABLE FOR FLEX-TIME

The County employee’s job function must be appropriate for flex-time approval. Twenty-four (24) hour offices are not eligible to participate in a flex-time work week.

V. BENEFIT TO THE COUNTY

The County employee must confer a benefit to the County of Union if approved for a flex-time work week schedule. Generally, these benefits include, but are not limited to:

- Department is burdened by continuous absence of employee
- Employee’s job performance is integral to pending assignments

VI. GENERAL OBLIGATIONS

The total number of hours that County employees are expected to work on a flex-time schedule will not change. County employees are expected to work the requisite number of hours each day as per their schedule. County employees are responsible for reporting time worked and leave used. County employees approved for a flex-time schedule are prohibited from working during their mandatory lunch hour.

The County employee's duties, responsibilities, and conditions of employment remain the same. The County employee shall remain subject to all County disciplinary policies and procedures while engaging in a flex-time schedule.

Resolution No. 2010-634
Adopted: 07/29/2010