

June 2, 2016

To: All Staff Chief of Human Resources and Development  
Summer Flexitime

From: Helen A. Nixon  
Chief Human Resource and Development Officer

A schedule of flexitime is being offered to all twelve-month employees during the summer of 2016. The following guidelines will be utilized:

1. All twelve-month employees are eligible to participate subject to approval of their supervisors.
2. The flexitime schedule will apply for the period from Monday June 20, 2016 through Friday, August 19, 2016.
3. Central Office hours will be from 8 a.m. to 4:30 p.m. School office hours will be from 8 a.m. to 4 p.m. Supervisors must ensure that coverage is provided for offices, departments, and programs during that time. Those offices that require early morning or late afternoon coverage should work out their schedules accordingly. Employees are required to work the **same** number of hours per day as they normally work.
4. No employee may begin work before 7 a.m. or work after 6 p.m. However, supervisors may make exceptions to these times with the approval of their respective Executive Director or Chief where circumstances dictate either an earlier start (e.g., grass cutters) or a later finish.
5. All offices will remain open Monday through Friday.
6. Flexitime hours must be agreed upon between the employee and his/her immediate supervisor(s). However, each supervisor is responsible to ensure that arrangements are made to provide appropriate coverage to answer phones, emails, and other and inquiries before scheduling flexitime hours.
7. Once the flexitime schedule is approved by the supervisor, it is set for the dates listed and is not subject to change. In exceptional circumstances, the supervisor can make a change if it is determined to be in the employee's best interest and/or that of the district. It is permissible to provide for a variable schedule as long as that schedule is spelled out in advance, has the approval of the supervisor, and ensures that adequate coverage is provided.
8. The flexitime schedule applies not only to central office, but to all offices and departments in which employees operate on the basis of a twelve-month year. In schools, particularly at the elementary and middle school level where summer staffing is minimal, this schedule will have to be developed in such a way to ensure coverage throughout the week.

Any questions regarding this plan may be directed to the Chief of Human Resources and Development at 410.313.6814.

HAN/ka

