

June 16, 2015

Chief of Staff
Summer Flexitime

To: All Staff

From: Susan C. Mascaro
Chief of Staff

A schedule of flexitime is being offered to all twelve-month employees during the summer of 2015. 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 22, 2015 through Friday, August 14, 2015.
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 inquiries before scheduling flexitime hours.
7. Once the supervisor approves the flexitime schedule, 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 school system. 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 also 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 Office of the Chief of Staff at 410.313.6814.

SCM/ka