

THE MILITARY DEPARTMENT FLEX-TIME POLICY

The following is a revised Flex-Time Policy covering all Managerial, Confidential and Administrative and Residual Labor Unit employees of the Military Department. This revised policy is consistent the provisions in the Managerial Handbook and the A&R bargaining unit agreement.

This Flex-Time Policy for Managerial and A&R bargaining unit employees is as follows:

1. All employees may work during the hours of 6:00 a.m. through 7:00 p.m. daily.
2. All employees must take a lunch break of at least thirty (30) minutes daily between the hours of 11:00 a.m. to 2:00 p.m.
3. All employees are responsible for working 40 hours per week beginning on Friday and ending on Thursday. Any discrepancy in time will be charged to vacation time.
4. No employee shall work more than ten (10) hours in a day.
5. All time sheets must show exact hours worked.

This policy will allow employees flexibility in accomplishing their required job duties. Time worked outside the 6:00 a.m. through 7:00 p.m. hours or in excess of 40 hours per week will continue to be treated as overtime or compensatory time under existing practices.