



Jefferson County Emergency Services Agency Administrative Policy

AP 1190

Page 1 of 1

Flex Time

Board Approval: *R M Kelly, Chairman*

Date: 4/26/16

Scope

This policy applies to the Director and Deputy Director as exempt management employees.

Purpose

Because of the supervisory nature of the positions, it shall be incumbent upon the Director and Deputy Director to perform service in excess of normal working hours as the need arises. Appointment to the position of Director or Deputy Director shall constitute agreement and recognition of this necessity. While the Director and Deputy Director are required to work a minimum of 40 hours per week and 80 hours per pay period, some situations may necessitate flexibility in when those hours are worked. Flex Time allows the Director or Deputy Director to bank and use, or use and then bank, excess hours within the same pay period.

Policy

Hours worked in excess of 40 per week will not be considered overtime because the Director and Deputy Director are exempt employees. However, hours worked in excess of 8 per day or 40 per week may be taken later as time off (flex time), not counted against any type of paid leave, within the same pay period subject to the immediate requirements of the agency. Additionally, if the Director or Deputy Director anticipates working excessive hours or days near the end of a week or end of a pay period s/he may take time off earlier in the week or pay period as flex time to be worked later in the week or pay period.

Unused Flex Time will not be paid to the employee upon separation of employment. See AP 1230 for details.