

COLORADO DEPARTMENT OF TRANSPORTATION		<input type="checkbox"/> POLICY DIRECTIVE <input checked="" type="checkbox"/> PROCEDURAL DIRECTIVE
Subject FLEXTIME		Number 1230.1
Effective 09-06-07	Supersedes 03-01-06	Originating office Center for Human Resource Management

PURPOSE

The purpose of this directive is to establish flextime guidelines for the Colorado Department of Transportation (CDOT).

AUTHORITY

Executive Order of Governor, dated June 10,1977.

DEFINITIONS

Approving Authority: For purpose of this procedural directive, an approving authority is the first or second level supervisor who has been authorized to approve workschedules. Each appointing authority may delegate to subordinate supervisors the authority to approve matters related to the hours of work. This delegation must be in writing and clearly designate the position to whom the delegation is made. The appointing authority may withdraw this delegation at any time.

Flextime: Procedure whereby fixed times of arrival and departure are replaced by a work day composed of two time elements, core time and flexible time.

Business Hours: Hours for traditional state business offices are between 8:00 a.m. and 5:00 p.m. Monday through Friday.

Core Hours: By statute the business day (including Core Hours) is 8:00 a.m. to 5:00 p.m. Monday through Friday. Core hours do not pertain to essential employees, employees assigned to work swing and night shifts or in non-traditional offices.

Flexible Time: Variable arrival and departure times for the employee's work day. The employee and appointing authority shall negotiate and document the employee work schedule in SAP.

Two-week Rotational Flex Schedule: Employees who work 5 days one week, 4 days the next week must complete 40 hours during each work week. To achieve a forty hour work week, the start of the work week is either Noon on Monday or Noon on Friday.

Work Hours: Under public accountability policy, all full-time State employees are expected to work a full-time schedule, which equates to a minimum of forty (40) hours each week. Holidays and periods of authorized paid leave time are considered a part of the forty hour work week. The appointing authority or his/her approving authority shall establish the work schedules (which may be staggered) and meal periods to permit each full-time employee the ability to work forty (40) hours in each established work week.

SUBJECT FLEXTIME	NUMBER 1230.1
---------------------	------------------

Work Schedule: The period established by the appointing authority or his/her approving authority identifying hours worked by each employee. Each employee is assigned a SAP work schedule which documents the employee's daily start time, meal period, and end time. A new work schedule must be requested when an employee's start and end times will change for more than 3 months.

GUIDELINES

There are four recognized work days in the Department: the 8-hour day, the 10-hour day, the 4.5-day week, and the 5/4 schedule (5 days one week, 4 days the next week). These schedules recognize the variation in beginning and ending times, i.e. Flextime. The following guidelines regulate their usage within CDOT.

Flextime is not a right of employment or defined employee benefit, but an alternative method of meeting the needs of the state. Flextime is a privilege and the Appointing Authority may deny flextime to an employee and may terminate a flextime arrangement at any time.

Employees are not required to utilize flextime. Employees have the right to refuse flexible work programs, if the option is made available to them. Employees who do choose the flexible work schedule option, have the right to cease the program, and return to their former office work pattern at any time.

The approving authority shall establish work schedules to provide adequate staffing during the traditional work week as defined below. Beginning and ending times are at the discretion of the unit approving authority. All work schedules changes must be submitted to the Center for Human Resource Management for inclusion in the SAP

The established work schedule shall permit each full-time employee to work 40 hours during the work week. The work week, as defined by CDOT, is a regularly recurring period of seven days (168 hours beginning Monday at 12:01 a.m. and ending at 12:00 midnight Sunday). Work in excess of 40 hours during this period shall constitute overtime for non-exempt positions. All employees on a 5/4 work schedule shall have a work week that begins at noon on Monday or Friday. Employees must start work on Monday or Friday at 8:00 am. Employees who do not start at 8:00 am will accumulate overtime.

The traditional work schedule is defined as five days in length, eight hours per day. Generally, this work schedule will be Monday through Friday; however, variances are allowable, depending upon workload. Offices open to the public must be properly staffed during normal business hours (8:00 a.m. to 5:00 p.m. Monday through Friday), in order to provide maximum service to the public.

An employee and Appointing Authority may mutually agree upon a 40-hour work week consisting of:

- ◆ four 10-hour days,
- ◆ 4.5 workdays consisting of four 9-hour days and one half-day of four hours. or
- ◆ 5/4 two week work period

Beginning and ending periods shall also be agreed upon prior to implementation. Actual hours

SUBJECT FLEXTIME	NUMBER 1230.1
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worked each day are recorded on the SAP timesheet.

The 5/4 work schedule complies with FLSA’s 40 hour work week establishing a different start of the work week. The following example illustrates this modified period. Any similar variance from the statutory work week must be documented.

<u>EXAMPLE:</u>		
<u>FIRST WEEK</u>		<u>SECOND WEEK</u>
Mon.	8-6 9 hours	1-6 5 hours (Fri. Week 1)
Tue.	8-6 9 hours	8-6 9 hours
Wed.	8-6 9 hours	8-6 9 hours
Thur.	8-6 9 hours	8-6 9 hours
Fri.	8-12 4 hours	8-5 8 hours
		OFF
Total	————— 40 hours	————— 40 hours

In this example, the established work week beginning/end is formally changed from Monday midnight to Friday noon. With this modification to the work week, the first four hours worked on Friday morning (week 1) complete the 40-hour work period for the first week. The remaining five hours worked on that day are related to the next week. Having completed the second-week, eighty hour work period, and the employee is off on Friday of Week 2. Actual hours worked each day are recorded on the SAP timesheet. The employee must start work at 8:00 on Friday. Non-exempt employees who do not start at 8:00 am, may earn and accumulate overtime.

In the event a holiday falls on the employee's regularly scheduled day off, the employee and the employer shall select an alternative holiday. A holiday for time reporting purposes is eight hours. The employee must take annual leave or make up the difference in hours scheduled to work and the allowed eight-hour holiday. In the event the employee's schedule requires the employee to work an 8 hour day (i.e. training), the employee must take annual leave or make up the difference in hours worked and the flextime scheduled hours. In order to avoid an additional overtime liability, time made-up must be within the same work week as the holiday and/or change in work schedule. Consideration shall be made for work hours and schedules to avoid adverse impact to either the employer or employee.


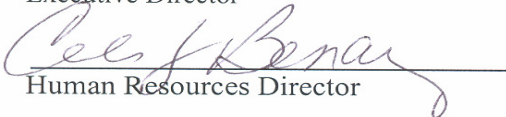
FISCAL IMPACT

There will be no additional cost to the fiscal budget through the implementation of this directive.

SUBJECT FLEXTIME	NUMBER 1230.1
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REVIEW DATE

This Procedural Directive shall be reviewed in June, 2011.

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Executive Director	
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Human Resources Director	