



Administrative Procedure PAY-P504
SITE PROCEDURE FOR FLEX TIME USAGE

Responsible Office: Office of Business and Financial Services

PURPOSE

This Administrative Procedure describes the process by which the Office of Business and Financial Services Payroll Department has established a Flex Time process, with hour codes and a report for the Site Administrator to manage and monitor the use of Flex Time. The Site Administrator may address the needs of the site through the use of this Flex Time process. The flexing of a schedule will assure that additional costs are not being incurred for the fiscal year, therefore no additional approval is needed. Less than twelve (12) month employees may be scheduled to work on non-scheduled workdays when needed and take an equal amount of time off on scheduled workdays. The intent is to maintain the total days worked budgeted for the position within a fiscal year. This procedure is monitored by the Payroll Department under the supervision of the Controller.

PROCEDURE

1. At the direction of the Site Administrator, a less than 12-month employee may be scheduled to work on a non-scheduled workday. Often this is to complete a task with a deadline that falls during a non-scheduled workday. For example, a school secretary may need to work during a school break period to submit payroll by the due date. This is NOT to be used for additional time on a schedule workday. The hours of Flexed Time worked on a non-scheduled workday are with pay.
2. The Timekeeper will use the Flex Time hour codes to track the hours worked on a non-scheduled workday and scheduled off on a scheduled workday. See the PAY-L002 ESP (Classified) Hour Codes list. Flex Time that is worked cannot be used in lieu of overtime or on a holiday. The employee may choose to use Vacation Leave or Comp Time Used In lieu of Flex Time off without pay. This does not constitute additional costs.
3. Throughout the fiscal year (7/1/XX – 6/30/XX) the Site Administrator will be responsible to monitor the Flex Time usage to assure there are no additional cost by the end of the fiscal year by using the Business Plus DW1015 Flex Time Usage report.
4. With the ESP (Classified) XX02120 payroll cycle, by the due date of this cycle, the site will submit a signed DW1015 Flex Time Usage report.
5. Payroll will use this report to ensure that Flex Time usage during the fiscal year meets the requirements to balance out at the end of the year.

IMPLEMENTATION GUIDELINES AND ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District’s Strategic Plan.

REVISION HISTORY

Date	Revision	Modification
06/06/2013	A	Initial release
02/23/2021	B	Update