

**SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY**

ADMINISTRATIVE POLICY

**NUMBER: BA156**

**NAME: FLEXTIME DUE TO WEEKLY MODIFICIATONS AND ADDITIONAL HOURS**

INITIAL APPROVAL DATE:	12/02/2020	BY: Administrative Committee
(LAST) REVISION DATE:	07/19/2023	BY: HR Manager
(LAST) REVIEW DATE:	07/27/2023	BY: Policy Committee
DISCONTINUED DATE:	N/A	REPLACE BY: N/A

**I. PURPOSE**

To outline the ability to request or allow a Supervisor to delegate flextime for the week or additional hours when schedule modifications are necessary to meet Agency need.

**II. APPLICATION**

Populations: **NA**  
Programs: **Direct - ALL**  
**Contracted - ALL**

**III. STANDARDS**

**A. FLEXTIME DUE TO WEEKLY MODIFICATIONS TO THE SCHEDULE**

AFSCME Union staff who occasionally need to work beyond forty (40)-hours each week will be paid overtime consistent with their contract or be put on a flex schedule for the week, as long as it occurs within the week the overtime was accrued. Employees must receive prior Supervisor approval for a flex schedule.

Staff attending a conference may request a flex schedule for time spent traveling to conference and training seminars approved by the Supervisor. Request for a flex schedule that exceeds a total of two hours per conference will require Program Officer's approval. All requests for travel time must be made in advance to be considered.

Flextime approved by the Supervisor must be taken within the work week that the staff member earns time above the regular 7.5-hour day. Flextime will be granted one hour for one hour worked. In the event staff members cannot flex their schedule in the week in which the extra hours are accrued, the time will be paid at time and one-half for each hour worked over Forty (40) hours in a week.

**B. ADDITIONAL HOURS OF WORK**

Supervisors may schedule additional hours, beyond an employee's usual work schedule, when it is deemed necessary. Supervisors will assign additional hours to nonexempt employees in the particular job for which additional hours are required. Employees are not permitted to work additional hours without the prior approval of their Supervisor. Supervisors will assign additional hours to employees in reverse seniority order when the consequences of not completing the additional hours represents a threat to the Agency's need or to individuals served. For the purposes of overtime compensation, only hours worked in excess of forty (40) during a workweek will be counted.

**IV. ATTACHMENTS**

**V. REFERENCES**