SOUTHERN STONE COUNTY FIRE PROTECION DISRICT
TITLE: Flexible Work Schedule

REVISED: 07/17/2008 **POLICY:** # 1700.16
APPLIES TO: Exempt Salaried Employees **PAGE:** Page 1 of 1

Southern Stone County Fire Protection District offers the benefit of a flexible working schedule to eligible employees who may be required to adhere to a nonstandard work schedule. Employees in the following employment classification(s) are eligible to request a flexible work schedule as described in this policy:

Exempt Salaried Employees

It is recognized that salaried employees at a management level are required to work beyond the standard work schedule (i.e. Monday through Friday, 8:00 a.m. to 4:30 p.m.). This policy is intended to set forth guidelines for providing eligible employees the opportunity to work other than a standard work week, while at the same time meeting the operational needs of the District.

It is also recognized that the success of a flexible work schedule depends entirely upon the cooperation and good faith efforts of all parties involved and on a mutual understanding and acceptance of the benefits and limitations of a flexible work schedule. Eligible employees granted the benefit of a flexible work schedule must fulfill their commitments in a trustworthy and productive manner.

Flexible schedules may be either:

- Long-term, that is, for a period of time longer than one bi-weekly payroll period; or
- Short-term, that is, for one day, one week, one payroll period, or other short periods of time.

Eligible employees must obtain approval from their supervisor prior to an employee's utilization of a flexible work schedule. Supervisors may disapprove flexible work schedule requests or require an employee to return to normal working hours for sound operational reasons. An employee may be denied eligibility on a temporary or permanent basis for abuse, such as misrepresentation of hours worked.

Fire Chief Date

Board Member Date

Revision Date: 7/17/2008

Adopted: 7/17/2008