**SUMMER FLEX HOURS PILOT PROGRAM**

CITY/TOWN is implementing a voluntary Summer Flex Hours Pilot Program to be offered to all full-time employees starting the week in which Memorial Day is observed and ending the week in which Labor Day is observed. To participate in the Program you must have the approval of your Department Director and the proposed flex schedule must meet the following guidelines:

* Everyone works 40 hours a week (unless taking leave)
* No working more than 10 hours a day
* No weekends can be worked to get in the 40 hours a week
* If more than one employee in the department is electing a summer flex schedule, the employees must work out a schedule that allows coverage from 8-5 Monday through Friday.
* Hours worked must include the core hours (9:00 a.m. to 4:00 p.m.) This means you can’t come in at 5:00 a.m. and leave at 2:00 p.m.
* Department flex schedules will be approved by CEO before implementation
* Once a schedule is determined and approved, employee should add the flex days to the CITY/TOWN calendar with your initials and “flex”, i.e. SDP-FLEX.

If you wish to participate in the Program, discuss with your Director what summer schedule you would like to work, reduce it to writing and give to HR.

If you need help developing a schedule or have questions regarding leave time in conjunction with the flex hours, please see HR/PAYROLL.