FLEXTIME POLICY - CONFIDENTIAL

The San Bernardino County Superintendent of Schools maintains offices that are opened to serve members of the public on an 8:00 a.m. to 4:30 p.m. daily schedule. While the County Superintendent of Schools Office accommodates members of the public in maintaining these hours, its intent is to allow flexibility for unit members, where possible, without decreasing client services. Requests to use flextime shall be evaluated in regard to the ability of the County Superintendent of Schools Office to maintain an appropriate level of service to our clients and school districts. Parameters within which unit members may request flextime are as follows:

1. Employees may arrive no earlier than 7:30 a.m. and leave no earlier than 4:30 p.m.

2. Telephone coverage must be provided for all lines between 8:00 a.m. and 4:30 p.m.

3. Employees may take no less than a thirty (30) minute lunch. All lunches must be in thirty (30) minute or sixty (60) minute increments.

4. Flextime may be used in no less than 30 minute blocks.

5. Employee requests for flextime should be for no less than six (6) months.

6. Any unit member using flextime must follow a consistent weekly schedule five (5) days a week.

7. Satellite offices may be treated differently than herein identified due to service hours maintained at their location.

Unit member requests for flextime must be directed to their immediate supervisor and forwarded to the appropriate division head. Flextime requests may be denied by the County Superintendent of Schools if the unit member's immediate supervisor determines that such request would interfere with the operations and/or educational service to clients, members of the public or school districts.

Approved: September 15, 1994