

2. Managers of employees working under incentive work programs whereby employees performing specific functions are allowed to complete a unit of work each shift rather than remain on duty for a specific number of hours must receive approval from the City Administrator for such programs and must continuously document the hours of work performed and monitor the employee schedules to insure that the units of work assigned are appropriate and consistent with a 40-hour workweek.
3. The scheduling of employees to work flexible hours during the workweek, working away from the normal place of work, or telecommuting shall be considered on a case-by-case basis and must obtain written approval from the City Administrator or his designee. Such assignments shall be for specified duration, subject to renewal or extension upon appropriate documentation of the continued need for such scheduling.
4. The requirement for a 40-hour workweek is subject to the retained ability of City management to take into account weather conditions, other emergency or exigent circumstances, or any other reasonable basis for applying flexibility in the scheduling of city employees.

V. RESPONSIBILITY

1. The Human Resources Division is responsible for providing training on this policy to all new-hire employees during orientation.
2. The HR Division is also responsible for reviewing this policy annually and recommending revisions.
3. Department Directors/Division Administrators are responsible for ensuring that their employees are familiar with the policy and for ensuring that approval for flexible scheduling is appropriately documented.

VI. REVIEW

This policy shall be reviewed annually in the month of November and the results shall be reported to the City Administrator by November 30.