

Kansas Department of Agriculture

Flex-Time Policy

Policy Statement

The Kansas Department of Agriculture is committed to allowing eligible employees flexibility in scheduling their work hours while advancing the agency's vision and mission. To assist in this effort, the Kansas Department of Agriculture will support Flex-Time Schedules when it is reasonable and practical to do so and as long as operational needs will not be adversely affected.

Definitions

1. "Department" means the Kansas Department of Agriculture.
2. "Core Hours" means the hours between 9:00 a.m. and 3:30 p.m., Monday through Friday, during which all Department employees must be working at their designated duty station, unless a Flex-Time Schedule is approved. A Flex-Time Schedule must address an employee's work schedule during these hours.
3. "Eligible Employee" means a full-time benefits eligible person employed by the Department.
4. "Flex-Time Schedule" means a schedule by which an employee may work an alternate work schedule within specific limits dictated by the needs of the job and is subject to review and approval by management and the Secretary.
5. "Secretary" means the Secretary of the Kansas Department of Agriculture.
6. "Standard Work Week" means 8:00 a.m. to 5:00 p.m. with a one-hour lunch period, Monday through Friday.

Eligibility

Not all Department employees may be eligible for a Flex-Time Schedule due to the nature of their job duties. Supervisors and Program Managers must also carefully examine any requested Flex-Time Schedules to coordinate work schedules and ensure adequate employee coverage during Core Hours. Supervisors and Program Managers should be notified when employee coverage is not adequate.

Available Flex-Time Schedules

An employee may choose to utilize either a Daily Flex-Time Schedule and / or a Weekly Flex-Time Schedule. Once an employee requests and is approved for a particular Flex-Time Schedule, the employee will consistently work that schedule.

1. Examples of a Daily Flex-Time Schedule include:
 - a. **Core Hour Flex-Time**: This Flex-Time Schedule allows employees to shift the start and end time of an employee's daily work hours while still working an eight-hour day. For instance, instead of the standard work day of 8:00 a.m. to 5:00 p.m., an employee could work from 7:00 a.m. to 4:00 p.m.; 7:30 a.m. to 4:30 p.m.; 9:00 a.m. to 6:00 p.m., etc. Working any approved arrangement of hours within an eight-hour day constitutes a valid work day.
 - b. **Adjusted Lunch Period**: This Flex-Time Schedule allows employees to adjust the length of their lunch period, while still working an eight-hour day. An employee's lunch period can be a minimum of one-half hour (30 minutes) and a maximum of two hours. Working any approved arrangement of hours within an eight-hour day constitutes a valid work day.
2. An example of a Weekly Flex-Time Schedule includes:
 - a. **Compressed Work Week**: This Flex-Time Schedule allows an employee to work a full 40-hour work week in less than five days. For instance, an employee may work four 10-hour days or work nine-hour days for four days and then work one four-hour day.

Requirements Relating to Flex-Time Schedules

1. An employee may work pursuant to a Flex-Time Schedule and a Telecommuting Arrangement after approval by the employee's Supervisor, Program Manager, and the Secretary.
2. Non-exempt employees with Flex-Time Schedules are still subject to all requirements of the Fair Labor Standards Act (FLSA). Employees who are exempt from the FLSA requirements are expected to work the hours required to accomplish their job duties.
3. Employment decisions relating to any term, condition, or privilege of employment or advancement, shall be made without regard to an employee's participation in a Flex-Time Schedule.
4. Eligible employees may discuss and request a Flex-Time Schedule, subject to the following terms and conditions:
 - a. The Department's offices are to be staffed and remain fully operational between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Flex-Time Schedules must ensure adequate employee coverage of a Program at all times the Department's offices are open to the public.

- b. Employees with a Flex-Time Schedule should plan and organize their time to meet the job requirements established by their Supervisor and Program Manager.
- c. An employee's Flex-Time Schedule will only schedule 40 hours of work in a work week.
- d. A Flex-Time Schedule will address an employee's work schedule during the standard work week. A Flex-Time Schedule will not be approved if it contains a start time before 7:00 a.m. or an ending time of later than 6:00 p.m.
- e. All Flex-Time Schedules should include a lunch period that is scheduled for at least one-half hour (30 minutes).
- f. Employees with a Weekly Flex-Time Schedule will revert back to a standard work week during weeks containing a scheduled state holiday or when using a discretionary day.
- g. Flex-Time Schedules will not be approved if the requested schedule permits compensatory time to accrue.
- h. Employees with a Flex-Time Schedule will accrue vacation, overtime, and sick leave at the same rate of employees working a standard work week.
- i. The Flex-Time Schedule will be reviewed and evaluated by the employee, their Supervisor and the Program Manager on an annual basis.
- j. Program Managers may, at their discretion, implement, continue, discontinue, or modify an employee's Flex-Time Schedule. Program Managers have the right to return an employee to a standard work week, if deemed appropriate.
- k. Supervisors and Program Managers are responsible for verifying and ensuring performance of employees with Flex-Time Schedules.
- l. Flex-Time Schedules will be kept in a central location so that all Program employees are aware of their co-workers' availability and work schedules.
- m. An employee's request for a Flex-Time Schedule should be made to the employee's Supervisor.
- n. All Flex-Time Schedules require approval from the employee's Supervisor, Program Manager, and the Secretary.
- o. The Secretary may authorize exceptions to this Policy, including exceptions to working during the Department's Core Hours, if the Secretary deems it appropriate.
- p. A Flex-Time Schedule is a privilege, not a right. Employees who abuse this privilege may have their Flex-Time Schedule modified or terminated by their Program Manager and the employee may be subject to disciplinary action, up to and including dismissal.

Responsibilities of Program Managers

1. Program Managers are expected to ensure that Flex-Time Schedules are administered consistently and equitably within the Program.
2. Program Managers are expected to ensure that Flex-Time Schedules conform to the Department's policies and collective bargaining agreements.
3. Program Managers are expected to ensure that staffing levels meet the operational requirements of their Program and the Department.

If you have any questions concerning the Department's Flex-Time Policy, please contact Human Resources.



Michael M. Beam, Secretary of Agriculture



Date

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