

## Flexitime

### Policy Option 1

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Flexitime allows our employees optional starting and quitting times to coincide with their personal preference. The flexitime employee is expected to be responsible and is trusted to begin and end work without direct supervision.

Available flexitime schedules are as follows:

Begin Work	Conclude Work
8:00 AM	4:30 PM
8:15 AM	4:45 PM
8:30 AM	5:00 PM
8:45 AM	5:15 PM
9:00 AM	5:30 PM
9:15 AM	5:45 PM
9:30 AM	6:00 PM

The employee and supervisor/manager are to select a work schedule that ensures effective functioning of the department and is convenient for them.

Once the employee and supervisor/manager have chosen a mutually convenient workday schedule, the schedule becomes “fixed” and is to be adhered to without deviation. However, the employee normally may be allowed to change his or her schedule once every six months subject to the supervisor/manager’s approval.

### Policy Option 2

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Employees are given the opportunity to schedule their own working hours within the limitations set by the company to meet its goals and objectives. The only requirement is that the full time employee must work eight hours each day and must arrive and leave within specified two-hour periods. Arrival time can be any time between 6:30 AM and 8:30 AM. Departure time can be anytime between 3:00 PM and 5:00 PM after eight hours of work.

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**Note:** This allows for a minimum of 30 minutes for lunch.

The employee is expected to adhere to the general guidelines on a voluntary basis and to continue to meet job commitments and responsibilities. Another of the responsibilities is consideration of the needs of the work group and avoiding any disruption of others when arriving or departing from the work station.

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**Note:** The employee must accurately fill out his or her time sheet each day. The supervisor/manager is responsible for fair administration of this flexitime policy

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