



Department of
Human Services

City of
Philadelphia
L I F E · L I B E R T Y · A N D Y O U ™

Departmental Policy Directive

Subject:	Flexitime Work Schedule for Staff Approved for the Mobile Workforce Program	Page: 1 of 2
Approved by:	Anne Marie Ambrose, Commissioner <i>AMA</i>	Issue Date: 1/21/14
From:	Khalid Asad, Senior Advisor to the Commissioner Paul Bottalla, Policy and Planning Director <i>Kaa PB</i>	Effective Date: Immediately

The purpose of this Policy Directive is to outline the Flexitime Work Schedule for staff approved for the Mobile Work Force Program. The use of flexitime is intended to create flexible hours that help employees integrate their work and personal lives more effectively and better manage issues such as commuting, care giving, continuing education, community service, medical appointments, etc. while also maintaining a level of job performance that meets the expectations and timelines for completing all assignments and tasks associated with the position.

Policy

The provisions of this policy directive are based on operational needs of the Department. In the event that participation in this work schedule has an adverse impact on an employee's work, the Department reserves the right to make the necessary adjustments and/or terminate the employee's participation.

- The flexitime work schedule allows employees to select the hours they will begin and end their workday based on their workload each day. However, they must work or have approved leave for a minimum of 7½ hours each day and a minimum of 37½ hours each week. The standard workday consists of the following:
 - Core Time: Hours during which employees must work or have approved leave or approved break time.
- Flexible Time: The hours during which employees may select the remaining hours needed to complete the standard workday. Employees are free to select the hours they will work each day Monday through Friday based on their workload each day.
- There are two sets of flex and core times depending on the employees position in the Department:
 - For Non-CYD Staff
 - Flexitime: 7:00 AM to 10:00 AM.
 - Core Time: 10:00 AM to 3:30 PM.
 - Flexitime: 3:30 PM to 6:30 PM.
 - For CYD Staff
 - Flexitime: 8:30 AM to 11:30 AM.
 - Core Time: 11:30 AM to 5 PM.
 - Flexitime: 5 PM to 8 PM.
- All employees in this program are required to report their "in" and "out" time through KRONOS.
- The Department reserves the right to schedule meetings or full day trainings at any period of time during the workday and require employees' attendance.
- Employees requesting leave for a full day are charged 8 hours of leave time as is the current policy.
- The Department's primary concern is to respond to the needs of its clients. Given this, the Department reserves the right to set specific restrictions on the use of flexitime on any or all employees participating in the Flexitime Work Schedule Program. Specifically, a Supervisor may require an employee to report at a specific time, or set a specific time for lunch to be taken so that the functioning of the unit will be maintained. Employees who abuse this schedule will be removed from flexitime at the discretion of the appointing authority.

- Disputes arising over the application of the Flextime Work Schedule Program may not be processed beyond Step III of the parties' grievance procedure.

Time Keeping Procedure

- An employee beginning the workday and ending the workday will sign in and out through KRONOS on their laptops or desktops. This procedure is followed whenever stopping and restarting work including the start of the workday, before lunch, after lunch, and the end of the workday.
- Employees are required to sign in at the start of the workday prior to performing any work related duties. KRONOS will be reviewed by the Supervisors and verified by the timekeeper in the Human Resources Office.
- All approved leave time must be accounted for in KRONOS by the Supervisor by indicating the amount of time and the type of leave.
- Supervisors must review, make necessary adjustments daily, and approve the time before it is submitted to payroll at the end of each pay period.
- Employees are permitted to sign in and out **only** for themselves.
 - Signing another employee in, out, or both is cause for severe disciplinary action including dismissal.
- When an employee is unable to sign in and out due to technical problems, the Supervisor must be notified immediately so that the Supervisor can enter an adjustment in KRONOS.

Leave Time

- In accordance with existing DHS policy, vacation leave, compensatory time and administrative leave time require advance approval by the Supervisor.
 - Requests for leave time can be submitted through KRONOS and must be approved in advance of taking the leave time.
- Employees calling out sick must contact and speak with their Supervisor or someone in their chain of command no later than the beginning of the core time.
- If restrictions are placed on an employee's starting time based on the needs of the unit, then the employee is required to contact their Supervisor no later than one hour of their start time.

Lateness

- Employees must comply with any existing Departmental policies and guidelines on this matter. Employees will be considered late if they begin work after the start of the core time. Because under the flextime program, employees select their starting time and that time may vary from day to day, the Department will not excuse lateness caused by a transportation delay during the flexible period.

Overtime

- All overtime must be pre-approved by the Supervisor. Employees are required to comply with any existing Departmental policies and guidelines on this matter.

Questions regarding this Policy Directive should be directed to Human Resources: 215-683-6067.