

Flex Time

Subject: Flex Time Guidelines for 114 Members and Supervisors

Flex Time Request Form

This form no longer exists at this location. It can be accessed on Cobnet or through this temporary [link](#)

Article 6.2 (d) of the agreement between the City of Bellingham, and Local Number 114 of AFSCME allows employees to flex their shifts provided there will be no adverse financial or performance cost to the City. **At the employee's request**, the employee's shift may be modified. The modifications may include, but are not limited to shift start time, shift end time, and authorized break times.

An optional form is attached to facilitate the process: Supervisors may choose whether to use this form or use any reasonable alternative, as long as the application of the flex-time requirements are consistent.

The City has an interest in ensuring the letter and spirit of the bargaining unit agreement is followed and flex-time requests are not denied without giving a reason as outlined above. The Union has an interest in getting the benefit of the negotiated agreement and consistent administration of the provision. To ensure consistent administration the City and Local 114 have agreed to these guidelines:

Scope

This procedure covers all employees who are members of the AFSCME Local 114 bargaining unit.

Procedure for Making Request

The employee will:

- Make requests in advance except in extenuating circumstances the employee could not anticipate. (Flex-time is not intended to prevent the loss of wages due to employee tardiness except in emergency situations.)
- Complete the attached form or follow the supervisor's request procedure and submit it to the direct supervisor or designee.

Approving and Denying Requests

The direct supervisor or designee:

- Will make request forms or an alternative available.
- Will approve flex-time requests unless there is an adverse financial or performance cost to the City.
- Will provide an explanation for a denial and be consistent in approving and denying flex-time requests in similar situations. Performance cost may include consideration of other work group staff schedules.
- May deny a request when made after the employee has already unilaterally altered the schedule. (Lack of advance notice removes the ability of management to arrange adequate staffing and to evaluate the financial and performance costs of the schedule alteration.)
- May, in the event of an emergency, approve an absence, late reporting time or skipped meal period and may authorize the use of straight-pay flextime according to the Memorandum of Understanding (MOU) regarding emergency absences. In such cases, the supervisor or designee may consider the emergency nature of the event and the employee's attendance record before approving or denying the request.

- The City is committed to a safe and healthy workplace. Rest breaks provide an essential ergonomic and mental rest from the stresses of work. Start and end times for rest breaks may be altered. However, the employee may not combine rest breaks with meal periods, to leave early or to report late to work.

Recording Time Worked

- The employee will attach the approved Flex-Time Request or other approved documentation to the timesheet and make a notation as appropriate on the face of the timesheet. This documents the employee's agreement that s/he waives the right to any premium pay, shift differential, overtime, etc. that was triggered by the change of schedule. The employee cannot waive the right to overtime pay for hours worked beyond 40 in a workweek.
- When the employee flexes time within a workweek but across pay periods, regular full-time employees will not normally see any difference in pay for the two pay periods involved. The employee should not report leave without pay (LWOP) unless unable to make up the time and no applicable accrued leaves are available to cover the absence. Note: This situation does not technically qualify under the flex-time provision of the agreement. The monthly pay of those employed as part-time, as extra labor, or as seasonal employees will vary according to the hours reported in each of the pay periods.