

COUNTY OF PRINCE GEORGE ADMINISTRATIVE POLICIES Prince George, Virginia	POLICY NUMBER: 200.1 through 200.7	Page 1 of 2
	SUPERSEDES: December 16, 2007	DATE ISSUED: July 17, 2013
SUBJECT: Flexible Work Schedule	AUTHORIZATION: Percy C. Ashcraft, County Administrator	

200.1 General Provisions

The flexible work schedule program will be at the discretion of the Department Director, as deemed feasible, with final approval of the County Administrator or his designee.

Employees are expected to perform their job responsibilities at their respective job site during normal hours as defined by each department. Flexible work schedules may be offered when it is feasible and will in no way interfere with providing efficient and effective services. There is no “right” to be given a choice to work using a flexible work schedule.

200.2 Eligibility

Eligibility for participation in County of Prince George’s flexible work schedule will depend on an assessment by the Department Director that the employee’s proposed work schedule will enable the employee to fully meet job responsibilities and performance expectations. Employees who have been subject to disciplinary action during the previous 90 days will not be eligible to participate in a flexible work schedule.

200.3 Guidelines and Procedures

Upon prior written approval from the Department Director, an employee may participate in a flexible work schedule by working the same number of normally scheduled hours per week (40) during a different, preapproved schedule. A flexible work schedule may include occasionally working from home. A lunch time must be scheduled for a minimum of 30 minutes, but no longer than 60 minutes, per work day.

200.4 Flexible Work Schedule Requests

Eligible employees may request participation in the alternate work schedule program by submitting a written request to their Department Director. Employees must satisfy the Department Director that there will be no conflict between work responsibilities and a new schedule.

SUBJECT: Flexible Work Schedule	POLICY NUMBER 200.1 through 200.7	DATE ISSUED: July 17, 2013	Page 2 of 2
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200.5 Evaluation of Requests

In evaluating a Flexible Work Schedule Request, the Department Director will weigh such factors as the requesting employee's job responsibilities and his or her extent of interaction with members of the public and others, the schedules requested by other employees in the department, and the extent to which the requesting employee has demonstrated responsibility and dependability.

200.6 Schedules

The County reserves the right at any time for any reason or no reason to return an employee participating in a flexible work schedule to his or her standard schedule.

200.7 Distribution of Flexible Work Schedule Policy to County Employees; Employee Acknowledgement

A copy of the Flexible Work Schedule Policy shall be distributed to each County employee with an Employee Acknowledgement. Each County employee shall acknowledge receipt of the Policy by signing and dating the Employee Acknowledgement form in the presence of a witness who shall also sign and date the Acknowledgement. The executed Employee Acknowledgement shall be returned to the Department of Human Resources for filing in the respective employee's personnel file.