

Flex Day Schedule Guidelines

- To be eligible to participate in the Flex Schedule, the employee must be a regular permanent Classified employee who is in a non-exempt classification. Employees serving an initial probationary period or those who are exempt from overtime provisions are ineligible to participate. Employees working in a position that requires a substitute be hired in their absence are not eligible to participate. Examples would be school bus drivers, instructional aides and custodial staff.
- The 9/80 schedule requires the employee to work nine hours per day on each non-flex day and eight hours per day on the flex day (i.e. nine hours T-F each week and eight hours on alternate Mondays).
- In order to work the 9/80 schedule, the participating employee will give up one hour of vacation or P.N. time in order to compensate for the extra hour paid when there is a scheduled holiday if it occurs on a nine-hour day. The participating employee will not be docked for the hour if the holiday is on the flex day (8 hour day). The same policy applies to bereavement leave.
- Any sick or vacation time taken in the 9/80 schedule will be charged as nine hours per day unless on the eight hour day.
- Participating employees must start on the beginning date of the selected Plan 1 or 2.
- Participating employees may opt out of the Flex Day Schedule at the end of any two-week cycle with prior notice to their supervisor. By opting out of the program, the employee will lose any hour(s) of vacation time used to participate in the program.
- Work hours for employees working in an office setting will be 7:30 a.m. to 5:30 p.m. and exceptions are determined by program need. Employees working in other settings and capacities will have their hours determined by their supervisor.
- Lunch periods will remain at one hour and will be scheduled by the employee's supervisor.
- If multiple staff in a department chooses to participate with the same flex day, a lottery or drawing will determine the track.
- Once a flex day and cycle are chosen and approved, the participating employee cannot change or trade days.
- Participation in the 9/80 program must be approved by the employee's supervisor(s).
- If a holiday falls on the flex day, the participant must revert to an eight-hour per day schedule for that two-week block.

By requesting to participate in the Flex Day Program, the employee agrees to the above guidelines.

Office of Larry E. Reider
Kern County Superintendent of Schools
Advocates for Children

2008 Flex Day Participation Form

Name: _____ Dept.: _____

SSN: _____ Work site: _____

Immediate supervisor _____

Please indicate your preference for the following:

1. ___ Plan 1 is May 19 through July 25 ___ Plan 2 is June 2 through August 8
2. Flex day (day of week): first choice _____ second choice _____ third choice _____
3. Cycle A or B - Each cycle has 10 weeks of participation
Cycle A flex day occurs in first week of plan; weeks 1,3,5,7,and 9
Cycle B flex day occurs in second week of plan; weeks 2, 4, 6, 8, and 10

I agree to the conditions of the Flex Day Schedule Guidelines. I also understand that my supervisor or myself, for sufficient cause, can initiate the "opt out" provision at the end of a cycle.

Employee signature

Date

Supervisor's Approval Section:

Supervisor signature

Date

1. ___ Plan 1 is May 19 through July 25 ___ Plan 2 is June 2 through August 8
2. Flex day approved: _____ Work hours: _____
Day of week
3. ___ Cycle A ___ Cycle B

Director/Administrator signature

This form must be completed and signed by both employee and supervisor and returned to the Human Resources Department by May 9, 2008.