

	<b>CITY OF DECATUR PERSONNEL POLICY</b>		
<b>Chapter 03</b>	<b>Compensation</b>		
<b>Section 06</b>	<b>Flex-Time Work Schedule</b>		
<b>Revised By:</b>	<b>Nate Mara, City Manager</b>	<b>Revised Date:</b>	<b>October 27, 2025</b>
<b>Approved By:</b>	<b>Nate Mara, City Manager</b>	<b>Effective Date:</b>	<b>January 1, 2026</b>

**03.06 Flex-Time Work Schedule**

In circumstances where overtime compensation is not feasible due to budgetary constraints, the City permits the use of flextime scheduling as an alternative to paid overtime. This approach supports fiscal responsibility while maintaining operational coverage and employee fairness.

- A. **Supervisor Responsibility.** When overtime is anticipated or incurred, the Department Director or the employee’s immediate supervisor must evaluate the feasibility of flexing the employee’s schedule within the same workweek or designated work cycle (as defined under the 207(k) exemption of the Fair Labor Standards Act).
  
- B. **Definition of Flextime.** Flextime is a mutually agreed-upon adjustment to an employee’s standard work schedule. It allows for non-traditional start and end times while preserving the total number of hours worked.
 

*Example:*

An employee who typically works 8:00 a.m. to 5:00 p.m. with a 1-hour lunch may flex to a 7:00 a.m. to 3:00 p.m. schedule with no lunch, or 8:00 a.m. to 6:00 p.m. with a 2-hour lunch.
  
- C. **Timekeeping Requirements.** All flextime arrangements must be documented and accurately reflected on the employee’s time record for the applicable workweek or work cycle. Supervisors are responsible for ensuring compliance with timekeeping protocols and labor regulations.
  
- D. **Limitations.** Flextime must be completed within the same workweek or designated work cycle in which the overtime was worked. Flextime is not a substitute for overtime compensation when budget allows for overtime compensation or when flexing is operationally impractical.
  
- E. **Compliance.** This policy is subject to applicable provisions of the Fair Labor Standards Act and any relevant municipal or departmental guidelines. Questions regarding implementation should be directed to Human Resources.