



Division of Prevention and Behavioral Health Services
Department of Services for Children Youth and Their Families
State of Delaware

ADM 015		Employee Flexible Work Schedule	
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Purpose: The purpose of this policy is to support DPBHS employees who need to flex their work day hours to accommodate clients and families schedules.

Applicability: This policy applies to full time permanent merit system employees, exclusive of casual, seasonal or temporary employees, as follows:

- Those employees currently subject to the standard work schedule (8:00 am to 4:30 pm, Monday through Friday with an unpaid lunch hour each day), and
- Those employees with a pre-approved alternative work schedule.

Employees occupying a classification covered by a Collective Bargaining Agreement are not eligible under this procedure and must be guided by their respective work schedules as outlined in the applicable Collective Bargaining Agreement. Probationary employees are also eligible to flex their schedules according to the procedure below.

Policy Statement:

Flexible work schedules shall be based upon the operational needs, staffing requirements, service delivery requirements, and back-up coverage needs of DPBHS. Approval of a flexible work schedule for an individual employee will be based upon consideration of the employee's job performance, special needs, attendance, timeliness, and any disciplinary issues. Certain positions may not be eligible for a flexible work schedule due to program needs or the job duties assigned to the position.

Procedure:

1. Employees who need to work outside their normal work hours of 8:00 am to 4:30 pm or their pre-approved alternative schedule to accommodate the needs of a child or family shall seek approval from their immediate supervisor in advance of the need to flex their schedule.
2. Flexible work hours are to be approved on an as needed basis and not as an alternative work schedule.
3. Flexible work hours cannot be used toward compensatory or overtime benefits for staff who are ineligible for these benefits. For staff eligible for compensatory or overtime benefits, it is left to the Director of the unit whether compensatory/overtime benefits or flexible work hours are used in any given situation.
4. Once flex hours are approved to meet a child or family need, the employee is responsible for requesting supervisory approval for adjusting their work schedule that follows.
5. The employee must adjust their schedule within an individual pay period and shall not exceed 75 hours of work within the same pay period.
6. Flexible work hours shall occur between the hours of 7:00 am and 9:00 pm.
7. DPBHS Management reserves the right to deny a flexible work hour request or the adjusted schedule request.
8. Management needs to work with the employee to ensure the flex hours and adjusted work schedule are taken within the pay period and do not exceed 75 hours of work within the same pay period.