

IDAHO PEACE OFFICER STANDARDS & TRAINING PROCEDURE

12.09 FLEX TIME/COMPRESSED WORKWEEK SCHEDULE

A. General

Idaho Code Title 67 Chapter 53; Division of Human Resources (DHR) Executive Branch Agency Policies; and the IDAPA rules of the DHR and Idaho Personnel Commission govern Idaho's personnel system, including defining the standard work week and time reporting requirements, and providing state agency heads authority to approve flexible working schedules under stated conditions.

B. Definitions

"Compressed workweek" means an alternative work arrangement whereby a standard workweek is reduced to fewer than five days. Employees work the required number of hours per week by working longer hours per day. Employees have regularly scheduled days of the week off and set hours to work.

C. Work Schedules

1. Some positions require flexibility of work hours at certain times, due to academy schedules or other workload demands.
2. Flexibility of work hours must be requested and approved in advance for each occurrence.
3. Supervisors grant flex time considering, at a minimum, that the requested deviation must not:
 - a. negatively impact the work unit's ability to provide scheduled service; or
 - b. be contrary to legitimate business practices.
4. Flex time must be approved by the unit supervisor/manager.

ISP procedure 03.15 Time Management/Reporting/Use of Leave allows employees to work flexible work days by agreement between the work unit supervisor and the employee.

5. Work schedules other than 8:00 a.m. to 5:00 p.m. may be requested by the employee and are considered on an individual basis:
 - a. the employee requests the change in work schedule from the supervisor;
 - b. the requested deviation must not negatively impact the work unit's ability to provide customer service;
 - c. the deviation must not be contrary to legitimate business practices;
 - d. scheduled meal breaks are a minimum of 30 minutes unless there are extenuating circumstances;
 - e. any deviation must be approved by the Major/Manager prior to implementation; and
 - f. the Major/Manager notifies the Director's Office of deviations in schedule."

There is no right to a flexible schedule or compressed work week.

D. Requesting a Compressed Work Week Schedule

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1. The employee submits a written proposal for a compressed workweek to the supervisor/administrator.
2. The employee and supervisor/administrator agree to a compressed workweek arrangement by agreement on the work week schedule and the approved flex day.
3. The compressed workweek schedule and all required information are documented, signed, and retained by both the supervisor/administrator and the employee.

E. Implementing POST Compressed Work Week Schedules

1. Compressed workweek arrangements are initiated on a trial basis and may be discontinued at any time at the request of either the employee or supervisor/administrator.
2. The supervisor/administrator may suspend the arrangement due to poor employee performance or operational needs.
3. The supervisor/administrator may require occasional changes to compressed workweek schedules due to a work commitment for which employee attendance is necessary.
4. Employees must temporarily revert to a five day, 40-hour week schedule for a minimum of one work week (Monday-Friday) when on jury duty, military leave, in training for 5 or more days or if a legally observed holiday occurs during the work week.
5. Agreements are time-specific and include at least annual review and reconsideration dates.
6. The employee works only the hours agreed upon and obtains advance approval from the supervisor/administrator head to work alternate or overtime hours.
7. The supervisor/administrator ensures that the employee maintains a 40-hour work week, discussing with the employee any concerns as they arise.