

Provo City School District Policy Series 5000: Personnel



5320 P5

Compensation & Benefits: Flex Time and Off-Site Work

The Provo City School District reserves the right to offer flexible work hours and/or schedules to employees while continuing to maintain operating efficiency, productivity, and effective service to the public. This includes any schedule other than that which is standard to the work setting.

A Flexible Work Arrangement may be:

1. Infrequent and Occasional, requiring approval from the immediate supervisor; or
2. Frequent, requiring approval from the Deputy Superintendent; or
3. An actual schedule change, requiring approval from the Deputy Superintendent.

These Arrangements may include one or more of the following:

1. flexibility in the *scheduling* of hours worked, such as alternative work schedules (e.g., flex time and compressed workweeks); and/or
2. flexibility in the *work year calendar*; and/or
3. flexibility in the *place* of work, such as working at home.

This option (place of work) is primarily intended for year-round contracted employees with the approval of their direct supervisor.

Note: Usually, working from a location other than the classroom or office would be a very rare occasion. Administrators may find themselves dealing with persistent work issues on a day when they are intended to use sick leave. They may also have specific writing or other projects that would be most successfully completed off-site. In all such cases administrators should make contact with their direct supervisor for prior approval. Administrators will be able to use up to 24 hours per year on a pre-approved basis for projects and emergencies that may arise while attempting to use leave. A record of both the work performed and the work hours claimed must be submitted upon request to the supervisor via email. The 24 hours per year is not to be treated as PTO, but rather as an essential use of time as agreed to by the administrator and his/her supervisor. Rare exceptions may be considered and approved by a Human Resources administrator.

The revised work arrangement must continue to support the operational needs of the organization and allow for appropriate oversight of the employee's work assignments. Supervisors are advised to ensure that adequate supervision is provided for situations where adjusted work schedules fall

outside of normal work hours. Supervisors may revise or revoke flexible work schedules at any time, however, reasonable notice will be given in the event of a revision or revocation of a flexible work schedule to permit the employee to make alternate arrangements unless employee conduct or safety issues necessitate otherwise at the discretion of the Deputy Superintendent.

Compensatory (Comp) time is any other leave arrangement that falls outside this policy and Policy 5400 Employee Leaves and is therefore not permitted in Provo City School District.

Legal References:

Utah Code 477-8-5
29 U.S.C. 201

Adopted:
Revised:

Synopsis:

Comp time for FLSA Non-Exempt Employees
Fair Labor Standards Act of 1983

August 22, 2016
April 10, 2018
April 30, 2018