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## MONTGOMERY COUNTY GOVERNMENT FLEXTIME AGREEMENT

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**Employee's Role.** A full-time employee who wishes to work a flextime schedule should review the information on this form, specify the core hours to be worked in the #1 below, indicate the manner of scheduling flex hours in #2 below, and give the form to the employee's supervisor. (For more information about flextime, see Section 15-4(b) of the Personnel Regulations)

1. The employee will work the following core hours on every regularly scheduled work day:  
\_\_\_\_\_ a.m. to \_\_\_\_\_ p.m. These hours must include a lunch break.

(Complete 2(a) or 2(b).)

2(a) The employee will work the following additional flex hours on every regularly scheduled work day: \_\_\_\_\_.

(b) The employee will work \_\_\_\_\_ flex hours each pay period in addition to the core hours. The employee must schedule these hours between \_\_\_\_\_ a.m. and \_\_\_\_\_ p.m. on regularly scheduled work days.

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**Standards for Approving a Flextime Schedule.** The supervisor and department director must evaluate the flextime schedule agreement under the following standards:

- Operational requirements must be met;
- Service to clients or the public must be maintained or improved;
- Costs to the County must not increase;
- Each office or operation must have enough staff on duty during the normal period of public service, and
- The flextime schedule must not diminish the ability of the department to assign responsibility and accountability to the employee for providing County services and performing the employee's official duties.

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**Supervisor's Role.** The supervisor must review this form and meet with the employee to discuss the request. The supervisor should suggest to the employee any adjustments to the schedule necessary to maintain the effectiveness of the work unit. If the supervisor agrees with the terms of the request as stated in the form, the supervisor and the employee must sign the form and forward it to the department director.

If the supervisor approves flextime for an employee on a compressed work schedule, the supervisor must ensure that the flextime does not cause the employee to work more than 40 hours in a work week

If the supervisor and the employee do not agree to the terms stated on the form, the supervisor must forward a copy of the form and a summary of the points on which the supervisor and the employee agreed and disagreed to the department director.

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**Department Director's Role.** The department director must review the flextime request and:

- Approve it
- Disapprove it, or
- Suggest changes in the terms for consideration by the employee and the supervisor to help them reach agreement

If the request is not approved, the department director must give the employee the reason. The decision of the department director is final.

The department director must:

- Give a copy of the approved or disapproved request to the employee
- Ensure that a copy is placed in the employee’s department operating file, and
- Send a copy to the Director, Office of Human Resources

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**Important Information About Flextime.**

Working a flextime schedule will not affect the employee’s salary, benefits, job responsibilities, or eligibility for overtime compensation.

The employee may terminate this agreement at any time and return to a traditional work schedule by giving notice to the supervisor.

The supervisor may require the employee to modify the flextime schedule temporarily to address operational requirements, workload fluctuations, or problems with the employee’s performance or attendance. The supervisor must give the employee reasonable advance notice of any temporary schedule change.

A supervisor may require an employee to stop working a flextime schedule if the supervisor determines that the standards for approving a flextime request stated above are not being met. The supervisor must give the employee notice and a reasonable opportunity to correct the problem.

A department director may:

- Exclude employees in an organizational unit, position, or class of positions from working flextime schedules if the operation does not lend itself to flextime schedules
- Limit an employee to a particular flextime schedule with specific flex hours if the department director determines that it is consistent with operational requirements, and
- Exclude an employee with a performance or attendance problem from working a flextime schedule.

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**Approved:**

\_\_\_\_\_ date

Employee’s signature

\_\_\_\_\_ date

Supervisor’s signature

\_\_\_\_\_ date

Department Director’s signature

**Disapproved/Reason:**

\_\_\_\_\_

\_\_\_\_\_ date

Supervisor’s signature

\_\_\_\_\_

\_\_\_\_\_ date

Department Director’s signature