



Use of *Flex Hours Worked*

MCtime Pay Rules are configured to calculate excess hours based on: schedules, employee's FLSA status and Grade, daily and weekly excess pay thresholds (overtime) and other factors.

Because the Montgomery County Personnel Regulations (MCPR) and Collectively Bargained Agreements (CBAs) sometimes permit an employee to alter work days or work weeks, not all items are configurable in MCtime. *Flex Hours Worked* pay codes, allow EMPLOYEES (with manager's approval) flexibility to adjust their schedule, which might otherwise be subject to excess (overtime) thresholds. It is **important** that these changes be EMPLOYEE directed, because MANAGEMENT directed changes may require excess (overtime) compensation.

The *Flex Hours Worked* pay code will suppress the calculation of excess hours in a timecard. Therefore, it is a pay code that should be used only when necessary and only for the specific hours needed. To test if *Hours Worked* generates excess hours, a manager can populate the timecard and use the **Calculate Totals** tool (found under **Actions** in the MCtime application).





Understanding Thresholds

Thresholds are relevant to understanding when it is appropriate to use *Flex Hours Worked*.

Excess Hours	FLSA Status and Grade		
	FLSA Non-Exempt	FLSA Exempt, Below Grade 25	FLSA Exempt, Grade 25 & Above
Daily Threshold *	8	8	8
Weekly Threshold	40	40**	N/A
Bi-Weekly Threshold ***	N/A	80	80
Default Form of Payment	Overtime Pay	Compensatory Leave	Compensatory Leave
Rate of Payment	1.5	1.5	1.0

Notes-

* Daily Thresholds are based on scheduled hours, typically 8 hours. For Full time employees, weekly thresholds must be met before weekly or bi-weekly thresholds are triggered. For Part-time employees and some schedules, daily thresholds will trigger excess hours (overtime).

** MCGEO CBA allows for Exempt Employees below Grade 25 to request alterations to work day/work week. These requests are subject to Management approval. These requests are considered “employee directed” rather than “management directed.”

*** Public Safety Employees (FOP, IAFF and SHF) are subject to adjusted bi-weekly FLSA 7(k) thresholds, regardless of FLSA Status or Grade.





When to Use *Flex Hours Worked*

What are some examples of when it is appropriate to use a Flex Hours Worked Pay Code?

- Compressed Schedule Patterns (Daily Thresholds 9 hour days) - alteration of work day
- Part-Time Employees (Daily Thresholds) -- alteration of work day
- FLSA EXEMPT, Below Grade 25 – an employee directed alteration of work week
- Special Public Safety Schedule Patterns (Thresholds determined by configured schedule pattern)

What are some examples of when it is **not** appropriate to use a Flex Hours Worked Pay Code?

- FLSA EXEMPT, Below Grade 25 schedules - **management directed** schedule adjustments
- FLSA EXEMPT, Below Grade 25 schedules – for FT schedule in **both weeks**
- FLSA EXEMPT, Grade 25 & Above schedules– FT Pay Rules configured for 80 hours biweekly
- FLSA NON- EXEMPT – a NON- EXEMPT employee **may not alter between work weeks**
- Do **not** use Flex Hours Worked for **more hours than needed**
- **NEVER USE** Flex Hours Worked on the day the employee did not work, or else the employee will be paid double.
- Multilingual Certified Employees – must use Flex Hours Worked w/ MLA or MLB instead





How to Use *Flex Hours Worked*

Example 1 - Compressed Schedule Patterns (Daily Thresholds 9 hour days) - alteration of work day

Employee requests/management approves alteration of work day 3/10 & 3/11

Only the hours worked are recorded on each day. The Compressed Patterns are configured to treat any deviation from schedule as excess hours. Therefore to accommodate the employee's request to work additional time on Wednesday in exchange for leaving work early on Thursday, one hour is recorded using the *Flex Hours Worked* pay code. Total Hours Towards Schedule is 80, with no excess hours.

Save Actions Punch Amount Accruals Comment Reports									
Week starting: Mon 3/09									
Pay Code	Mon 3/09	Tue 3/10	Wed 3/11	Thu 3/12	Fri 3/13	Sat 3/14	Sun 3/15	Total	
Hours Worked			9.0	8.0				17.0	
Hours Worked		9.0			9.0			18.0	
Flex Hours Worked			1.0					1.0	
		9.0	10.0	8.0	9.0			36.0	

Week starting: Mon 3/16									
Pay Code	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20	Sat 3/21	Sun 3/22	Total	
Hours Worked	8.0	9.0	9.0	9.0	9.0			44.0	
	8.0	9.0	9.0	9.0	9.0			44.0	

TOTALS & SCHEDULE		ACCRUALS	AUDITS
All			
Pay Code	Amount		
Flex Hours Worked	1.0		
Regular	79.0		
Total Hrs Towards Schedule	80.0		

Date	Start Time	
Mon 3/09		
Tue 3/10	8:00AM	5:00PM
Wed 3/11	8:00AM	5:00PM
Thu 3/12	8:00AM	5:00PM
Fri 3/13	8:00AM	5:00PM
Sat 3/14		
Sun 3/15		





How to Use *Flex Hours Worked*

Example 2 - Part-Time Employees (Daily Thresholds) - alteration of work day

Employee requests/management approves alteration of work day 3/9 & 3/13

Only the hours worked are recorded on each day. The Part-Time Employees (Daily Thresholds) are configured to treat any additional hours against the Daily Threshold of 8 hours, since Weekly Thresholds may not be met. Therefore to accommodate the employee's request to work additional time on Thursday in exchange for leaving work early on Friday, one hour is recorded using the *Flex Hours Worked* pay code. Total Hours Towards Schedule is 60, with no excess hours.

Save Actions Punch Amount Accruals Comment Reports											
Week starting: Sun 2/22											
	Pay Code	...	Sun 2/22	Mon 2/23	Tue 2/24	Wed 2/25	Thu 2/26	Fri 2/27	Sat 2/28	Total	
X	Hours Worked						8.0	7.0		15.0	
X	Hours Worked			7.0	7.0					14.0	
X	Flex Hours Worked						1.0			1.0	
				7.0	7.0		9.0	7.0		30.0	
Week starting: Sun 3/01											
	Pay Code	...	Sun 3/01	Mon 3/02	Tue 3/03	Wed 3/04	Thu 3/05	Fri 3/06	Sat 3/07	Total	
X	Hours Worked			7.0	7.0		8.0		8.0	30.0	
				7.0	7.0		8.0		8.0	30.0	

TOTALS & SCHEDULE		ACCRUALS	AUDITS
All			
	Pay Code	Amount	Date Start Time End Time Pay Code
	Total Hrs Towards Schedule	60.0	Sun 2/22
	Flex Hours Worked	1.0	Mon 2/23 9:00AM 4:00PM
	Regular	59.0	Tue 2/24 9:00AM 4:00PM
			Wed 2/25
			Thu 2/26 8:00AM 4:00PM
			Fri 2/27 8:00AM 4:00PM





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Example 3 - FLSA EXEMPT, Below Grade 25 – an employee directed alteration of work week

Employee works Sunday 3/8 – best practice would always be to alter schedule within same week, but if alteration is between weeks in pay period, the pay code “Flex Hours Worked” is needed. Employee requests/management approves alteration of work day 3/18 in the following week

Only the hours worked are recorded on each day. The Employee’s Weekly Threshold is configured to treat hours >40 as excess. Therefore to accommodate the employee’s request to work additional time on Sunday in the first week in exchange for leaving work early on Wednesday in the second week, five hours are recorded using the *Flex Hours Worked* pay code. Total Hours Towards Schedule is 80, with no excess hours.

Week starting: Sun 3/08										
Play Code	Sun 3/08	Mon 3/09	Tue 3/10	Wed 3/11	Thu 3/12	Fri 3/13	Sat 3/14	Total		
Hours Worked		8.0	8.0	8.0	8.0	8.0		40.0		
Flex Hours Worked	5.0							5.0		
	5.0	8.0	8.0	8.0	8.0	8.0		45.0		

Week starting: Sun 3/15										
Play Code	Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20	Sat 3/21	Total		
Hours Worked				3.0				3.0		
Hours Worked		8.0	8.0		8.0	8.0		32.0		
		8.0	8.0	3.0	8.0	8.0		35.0		

TOTALS & SCHEDULE		ACCRUALS	AUDITS
Pay Code	Amount	Date	Start Time
Flex Hours Worked	5.0	Sun 3/08	
Regular	75.0	Mon 3/09	8:00AM
Total Hrs Towards Schedule	80.0	Tue 3/10	8:00AM
		Wed 3/11	8:00AM
		Thu 3/12	8:00AM
		Fri 3/13	8:00AM
		Sat 3/14	4:00PM



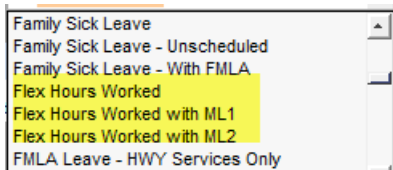


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Example 6 – Employee with Multilingual Certification– an eligible Flex Hours Worked situations

When an employee is Multilingual Certified, the use of Flex Hours worked may also require review of Multilingual Hours.

There are two pay codes that combine Flex Hours Worked and Multilingual:



Week starting: Sun 3/22										
Pay Code	Sun 3/22	Mon 3/23	Tue 3/24	Wed 3/25	Thu 3/26	Fri 3/27	Sat 3/28	Total		
Hours Worked				4.0	4.0	4.0		12.0		
Hours Worked		8.0	8.0					16.0		
Annual Leave - With FMLA					4.0			4.0		
Sick Leave - With FMLA				4.0				4.0		
		8.0	8.0	8.0	8.0	4.0		36.0		

Week starting: Sun 3/29										
Pay Code	Sun 3/29	Mon 3/30	Tue 3/31	Wed 4/01	Thu 4/02	Fri 4/03	Sat 4/04	Total		
Hours Worked		8.0	8.0	8.0	8.0	8.0		40.0		
Flex Hours Worked with ML1		1.0	1.0	1.0	1.0			4.0		
		9.0	9.0	9.0	9.0	8.0		44.0		

TOTALS & SCHEDULE			ACCRUALS	AUDITS	SIGN-OFFS, REQUESTS & APPROVALS
All			Date		
Pay Code	Amount	Wages	Start Time		
Annual Leave - With FMLA	4.0	150.36	Sun 3/22		
Flex Hours Worked with ML1	4.0	154.36	Mon 3/23	8:00AM	
ML1 - Multilingual Basic	68.0	68.00	Tue 3/24	8:00AM	
Regular	68.0	2,556.12	Wed 3/25	8:00AM	
Sick Leave - With FMLA	4.0	150.36	Thu 3/26	8:00AM	
Total Hrs Towards Schedule	80.0	3,011.20	Fri 3/27	8:00AM	
			Sat 3/28		
			Sun 3/29		
			Mon 3/30	8:00AM	

Send Email Questions to MCtime@MontgomeryCountyMD.gov

