

City of Franklin
Administrative Policy/Procedure

Issue Date: September 23, 2003

Source: Common Council Action

Affected Departments: All "Exempt" Employees*

Subject: Flex-Time Policy

Policy: City employees who serve in positions that are "exempt" from FLSA are eligible for "flex-time", at the discretion of the employee's department head or appointing authority.

Procedure: The Federal Fair Labor Standards Act (the "Act") regulates hours of work and overtime pay for employees covered by the Act. Employees are classified in accordance with the Federal Fair Labor Standards Act (FLSA) as either exempt or non-exempt. Exempt employees include positions that are executive, administrative, or professional as defined by the FLSA, and as such, are "exempt" from overtime compensation requirements of the Act. Non-exempt employees, or those covered by the Act, are all other employees. If the employee has a question as to which category his/her position is in, the employee should contact the Human Resources Manager for clarification.

Positions that are "exempt" from FLSA will be paid in accordance with the terms of the Act, and will not receive additional compensation for additional hours worked beyond a regular 40-hour workweek. Exempt employees are expected to work whatever hours are necessary beyond the regular workweek to assure that a complete and adequate job is done. Exempt employees may also be required under City Ordinance or Job Description duties to attend City meetings that may take place outside of normal business hours. Compensatory time is not allowed, nor will it be recognized by the City as an obligation to the "exempt" employee at any time during the employee's tenure. All exempt employees will be entitled to alter their attendance during regular work hours in recognition of additional hours worked beyond their normal work hours. Such altered attendance entitled "Flex-Time" for the purpose of this policy/procedure, is defined as time off that may be granted to an employee during regular work hours, with the prior approval and at the discretion of the employee's department head, or appointing authority. Flex-Time may be granted if the needs of the Department allow for such alteration. "Exempt" employees are expected to record all time off that falls under one of the paid leave programs (vacation, holiday, personal, or sick leave) using timesheets provided by the City. Flex-Time away from work during the normal work hours will not be recorded on the timesheets and will be considered as part of a regular workweek.

Passed and adopted at a regular meeting of the Common Council of the City of Franklin this 23rd day of September, 2003. (Vote: Ayes-5, Noes-1 (Ryan))

*A listing of the City's FLSA "Exempt" positions is attached to this policy and will be periodically updated as job descriptions are approved by the Common Council.

**List of Salaried/Exempt Positions Covered Under the Flex-Time Policy
December, 2004**

Adult Services Librarian
Accounting Supervisor
Assistant City Engineer
Building Inspector
Building Maintenance Superintendent
Chief of Police
Circulation Supervisor
City Clerk
City Engineer/Director of Public Works/Manager of the Water Utility
Community Development Director
Department of Public Works Superintendent
Deputy Treasurer
Director of Administration
Director of Finance and Treasurer
Emergency Service Communications/Clerical Supervisor
Fire Chief
Health and Human Services Administrator
Human Resources Manager
Library Director
Planner
Planner II
Planning Manager
Police Inspector
Police Captain
Public Health Nurse
Public Health Specialist
Reference Librarian
Senior Planner
Sewer & Water Superintendent
Youth Services Librarian

NOTE: The following FLSA Exempt Positions are not covered under the Flex-Time Policy in that they contractually are entitled to overtime:

Accountant
Fire Battalion Chief
Police Sergeant