

Flex-time: A program designed to allow staff to work “core hours” with either early or late beginning/ending of the workday.

Examples:

- Employees establish a fixed schedule that differs from the norm (e.g., 7 a.m. – 3 p.m. daily).
- Core hours within a variable schedule; e.g., employee is present everyday from 10 a.m. -2 p.m. but the other 4 hours vary per day.

Benefits	Employee retains full pay and benefits Employee’s working and time off hours more closely meet their needs May facilitate recruiting and retention
Challenges	May not provide supervision at all hours May cause understaffing at times May create difficulty in keeping track of hours
Flex-Time proposals should address:	How office coverage will be maintained How work hours will be tracked Definition of tasks when supervisor is absent