

**N E W J E R S E Y S C H O O L B O A R D S
A S S O C I A T I O N**

GOVERNANCE & OPERATIONS

FILE CODE: GO/4113.11

**PERSONNEL
FLEXTIME**

Flexitime

Flexitime is a work schedule with time of arrival and departure that differs from the standard operating hours by not more than two hours. For example, a typical flexitime arrangement is arrival at 8:30 a.m. and departure at 4:30 p.m.

Department Directors will approve flexitime on a case-by-case basis. The employee must first discuss possible flexitime arrangements with the Department Director and submit their request in writing. The Department Director will approve or deny the flexitime request based on staffing needs, the employee's job duties, the employee's work record and the employee's ability to return to a regular work schedule when needed. Lunch shall be an hour in length. However, a half-hour lunch is permitted, with approval of the Department Director.

A flexible arrangement may be suspended or cancelled at any time. Exempt employees must depart from any flexible schedule to perform their job responsibilities. Non-exempt employees may be asked to work overtime regardless of a flexible schedule.

As circumstances warrant, the Executive Director may authorize a Department Director to make further adjustments to the work schedule of his/her staff.

Authority: BD 6/79
 BD 5/80
 BD 1/89
 BD 9/94
 BD 11/03
 BD 5/07

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See Also: GO/4113.1
 GO/4113.12