

Flex Schedule – Monthly Hourly Rate Of Pay Guidelines

Employees, Managers & HR Professionals

Statutes 110.117

Personnel Rules: 60L-34.003, 0311 & 004



Standard Guidelines

- ◆ Work week is defined as Friday through Thursday. Scheduled hours for the week must equal 40 hours.
NOTE: Part Time employees' hours must equal 40 hours multiplied by the employee's FTE (i.e., 40 X .50 FTE = 20 hours).
- ◆ Employees must schedule hours by the work week with each work week totaling 40 hours.
NOTE: Part Time employees' hours must equal 40 hours multiplied by the employee's FTE (i.e., 40 X .50 FTE = 20 hours).
- ◆ Flex schedules can not be edited for that week once the timesheet is approved. Hourly rate and hours may change but the total regular rate of pay will remain the same.
- ◆ Retro payments will only be created when the gross originally paid is less than the gross calculated based on the current flex schedule. Determination will be on the gross amount owed and not the actual hours.
- ◆ **Contracted hours** equal the hours defined in the work week for the monthly calendar period (i.e., the hours that fall between the first day and the end of the month based on the hours defined in the employee's work week).
- ◆ Contracted hours are used to calculate the following:
 - ◆ Leave Without Pay (LWOP)
 - ◆ Mid-Period Changes:
 - ◆ New Hires – Contracted hours equal the current flex schedule plus standard work schedule of 8 hours for any days prior to the hire in that month.
 - ◆ Terminations – Contracted hours equal the current flex schedule, including any days in the work week after the employee's termination in that month.**NOTE:** The hours in a work week will not exceed 40 hours, except for Included 80 Hour FLSA and Excluded Bi-weekly employees.
- ◆ Contract hours will vary monthly based on the employee's work(flex) schedule.
- ◆ In the absence of an approved flex schedule then employees will use 8 hours per day (Monday – Friday) as their schedule (i.e., unknown or unscheduled work days).

Monthly Agency Included Employee Specific Guidelines

- ◆ FLSA period is defined as Friday through Thursday, normally totaling 40 hours per work week.
NOTE: This does not apply 28 day employees.
- ◆ For eligible Included Employees, overtime is earned only after the employee physically works in excess of the FLSA period.
- ◆ Included Employees will have to force balance their timesheets to the 40 hour work week.
- ◆ These guidelines also apply to Monthly 28 day employees.

Monthly Agency Career Service Excluded Employee Specific Guidelines

- ◆ Comp time is earned only after the employee exceeds the contracted hours for the month.
- ◆ Excluded Employees must force balance their timesheets to the monthly contracted hours.
- ◆ Contract period equals the hours defined in the work weeks for the monthly calendar period (i.e., the hours that fall between the first day and the end of the month based on the hours defined in the employee's work weeks).

Bi-Weekly Agency Employee Specific Guidelines

- ◆ Contract hours for biweekly employees is ALWAYS 80 hours.
- ◆ 160-hour employees will need have two 80 hour schedules to balance to the FLSA periods.