



Departmental Standard Operating Procedure (DSOP)

DSOP No. 01-09

Last Amended: 10/19/2001

Effective: Feb. 17, 2020

SUBJECT: POLICY AND GUIDELINES FOR GRANTING FLEXTIME TO EMPLOYEES WHO WORK FIXED SCHEDULES

PURPOSE and SCOPE: To create policy and guidelines for establishing flexible schedules, when and where appropriate, for administrative employees working fixed schedules.

I. AUTHORITY:

- A. Operational Directive No. 99-03, Aviation Department Written Directive System.
- B. Departmental Standard Operating Procedure No. 00-01, Departmental Standard Operating Procedures
- C. Chapter 25-1.2 Miami-Dade County Code, Chapter 25 Miami-Dade Aviation Department Rules and Regulations.
- D. 29 U.S. C. 201, et seq. The Fair Labor Standards Act of 1938, as amended.
- E. Americans with Disability Act (ADA) 49 U.S.C. 12101 et seq. (Title I, 29 CFR 1602, 1627, 1630 and Title II, 28CFR 35.
- F. Family and Medical Leave Act of 1993, 29 CFR 825 et seq.
- G. Collective Bargaining Agreements between:
 - a. Miami-Dade County, Florida and The Government Supervisors Association of Florida OPEIU, Local 100 – Professional Employees.
 - b. Miami-Dade County, Florida and The Public Health Trust and The Government Supervisors Association of Florida OPEIU, Local 100 – Professional Employees.
 - c. Miami-Dade County Aviation Department, and the American Federation of State, County and Municipal Employees, A.F.L.-C.I.O., Aviation Employees Local 1542.

II. DEFINITIONS:

- A. Administrative Employees – MDAD employees who work in Aviation Divisions and follow the fixed standard hourly work schedule.
- B. Standard Hourly Work – Fixed work schedule of 8am – 5pm with 1-hour lunch.
- C. Fixed Schedule – A non-rotating working schedule.
- D. Flextime/Flexible Work Schedule – A work schedule that permits flexible starting and quitting times within reasonable limits, as set by Division Management.

III. POLICY:

- A. It is the policy of the Aviation Department to operate within federal, state, and Miami-Dade County rules and regulations and in accordance with the terms and conditions agreed in the applicable collective bargaining agreements.
- B. The Department has the sole right and authority to determine, amend, change or modify employees work schedules. Employees shall be assigned or transferred to work schedules at the sole discretion of the Department.
- C. The authority to grant flextime to employees is granted to Divisional Directors and above, with final approval from the Department's Human Resources Management Division.
- D. Flexible schedule approvals are valid for a period not to exceed one year from date of approval and employees must submit a new request for an additional period.
- E. Employees requesting a Flexible Schedule must submit the Flexible Schedule Request Form to their Division Director. The completed Flexible Schedule Request Form will be returned to the requesting employee and division management. See attached Exhibit I for reference and refer to the Intranet, Forms for a working version of the form.
- F. Management may take individual considerations into account when assigning work and schedules; however, there are no requirements to accommodate individual employee requests to deviate from their standard schedules.
- G. Division Directors may, at their discretion, revoke or change employees' flextime authorizations. All changes are to be in writing and remitted to the Department's Human Resources Division.

IV. GUIDELINES:

A. Flexible work plan schedules deviating from the standard must:

- a. Always allow for a daily one (1) hour lunch and total forty (40) hours per week.
- b. Be in the best interest of the Department and its operations.
- c. Promote cost effective and efficient use of resources and, where applicable, contribute to enhance customer service.
- d. Guarantee the necessary coverage during the standard work hours of the affected work function.
- e. Provide for adequate supervision during the flexible work period.
- f. Not result in any overtime or premium pay.
- g. Be uniformly and fairly offered to all employees within the same classification and work function.
- h. Be for a specific time period.
- i. Requests for extensions must be submitted in writing and to the Division Director and if approved, to the Human Resources Division.

V. EXCEPTIONS:

The Aviation Department Director may temporarily override this policy in the event of an emergency, such as in the onset and aftermath of a hurricane when Department resources are needed to ensure ongoing operations.

VI. ENFORCEMENT:

Lack of compliance to policy will be subject to corrective and/or disciplinary actions as defined and deemed appropriate by Department Management.

VII. AMENDMENTS:

The Department reserves the right to amend this operating policy at any time based on current law, Miami-Dade County policies and operating needs.

VIII. SEVERABILITY:

If any court of competent jurisdiction determines that any provision in this policy is illegal or void, that provision shall be nullified, and the remainder of this policy shall continue in full force and effect.

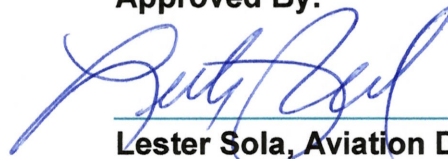
IX. REVOCATION:

Revocations and removal of executed written directives requires written justification by the requesting division management for review and concurrence by the Department's Professional Compliance Division. Upon written concurrence, the revocation request will be submitted, by Professional Compliance, for approval by the Aviation Director. Should the written directive be an Operational Directive, the authorized revocation justification will be sent to the Clerk of the Board for filing with the original Operational Directive to be revoked. All approved revocation justification memoranda shall be posted to the Written Directives Log to identify why the directive has been revoked to maintain ongoing operational accountability.

X. REFERENCES:

- Miami-Dade County Leave Manual (as adopted)
- Miami-Dade County Personnel Rules for the Classified Service (as adopted)
- Miami-Dade County Pay Plan (as adopted)
- Miami-Dade County Administrative Order 7-9 Overtime Policy
- Outside Reference: "Creating a Flexible Workplace – How to Select & Manage Alternative Work Options" by Barney Olmsted and Suzanne Smith
- Outside Reference: "Managing the Flexible Workforce" by Richard Pettinger

Approved By:



Lester Sola, Aviation Director

Date: 2.17.2020

Exhibit I: Flexible Schedule Request Form



FLEXIBLE SCHEDULE REQUEST FORM

Date of Request: ____/____/____ **E#** _____

Last Name: _____ **First Name:** _____

Current Division: _____

Current Position: _____

Current Work Schedule:

Days Off: _____

Work Hours: Start: _____ **End:** _____

Flexible Schedule Request Change from Current Work Schedule:

Days Off Change: _____

Work Hours Change: Start: _____ **End:** _____

Is there supervision during the requested Flexible Schedule hours?

Yes ____ **No** ____

Name of Supervisor: _____

Title: _____

Benefit to be derived by the Division by granting this Flexible schedule request:

Division Director Recommendation: Approval ____ **Denial** ____

If denial, indicate reason: _____

Division Director's Signature: _____ **Date:** _____

Human Resources Review: Approval ____ **Denial** ____

Human Resources' Signature: _____ **Date:** _____

Note: Flexible schedule approval is valid for up to one year from date of approval.