



# NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

## Policy Manual

Manual:	DCF	DCF Wide	Effective Date: 8.29.2020
Volume:	III	Administrative Policies	
Chapter:	A	Human Resources	Revised Date: 8.29.2020
Subchapter:	2	Work Hours	
Issuance:	200	<b>Flextime</b>	

**Please Note: This policy is in effect for the duration of the COVID-19 Public Health Emergency pursuant to Executive Order 103.**

### Purpose:

To allow employees to organize their work hours around their personal and family obligations as well as to provide services to families that are not available during regular DCF business hours. This program is voluntary.

### Scope:

This policy applies to all DCF staff, with the exception of staff who work in offices where 24-hour coverage is required in order to not compromise operations. Accordingly, based on operational need, the Commissioner may designate other positions, functions or units for which this policy also would not apply.

### Authority:

- Fair Labor Standards Act 29 U.S.C. 201 et seq.
- N.J.S.A. App.A:9-33.1
- N.J.A.C. 4A:6-2.1 et seq.

### Policy:

#### A. Flextime

1. With prior Cost Center Manager approval, an employee's work hours may be

established outside of the Department's normal business hours provided the employee is able to meet the requirements of his/her position.

2. Flextime does not reduce the total number of hours worked in a given week or a pay period.
3. Employee work times may begin and end at any interval between the hours of 8:00 am - 8:00 pm, Saturday through Friday with the written approval of the employee's Cost Center Manager.
  - a. Employees shall perform a minimum of seven (7) or eight (8) hours of work per day based upon their titles and designated work week (35, NE, NL, 40, N4).
  - b. Employees are permitted to seek approval to flex their hours of work in 2, 3, 4, 5-hour blocks, (examples: 8:00 am to 10:00 am, then 3:00 pm to 8:00 pm or 8:00 am to 11:00 am, then 4:00 pm to 8:00 pm). Or request earlier or later work start times (examples: 10am-6pm, 10:30am-6:30pm, or 12pm-8 pm.).
  - c. Staff may flex their hours of work no more than 3 days per work week. Staff must work during normal DCF Business hours 2 days per workweek.
  - d. Business continuity and shared understanding of schedules and office coverage require that Flextime arrangements remain fixed for a period of not less than 4 pay periods unless operational requirements or exigent circumstances, as determined by management, warrant a change. All changes must be approved, in advance, by the employee's Cost Center Manager. Flex schedules shall be developed in collaboration with supervisory staff.
  - e. Flextime arrangements are not intended to address employee's or their family members ongoing health care needs. Staff seeking leave for their own medical care or the care of others should review the DCF Leave Policy and contact their leave coordinator for information related to medical leave.
4. Employees are required to set their schedules in concert with their supervisor for approval with final authorization by the Cost Center Manager.
  - a. A proposed Flextime schedule and justification must be submitted, in writing, to the supervisor for approval and the Cost Center Manager for final authorization at least two (2) weeks prior to the implementation of the employee's new work hours.
  - b. The Cost Center manager will review the request and determine whether the employee's request can be operationally supported.
  - c. The Cost Center Manager shall provide the employee with a written notice of the Flextime determination and a copy will be provided to the employee's supervisor and the Office of Human Resources within ten (10) business days of the request. Approval will not be unreasonably withheld or withdrawn.
  - d. Employees shall not initiate Flextime schedule until the Cost Center Manager provides written authorization.
  - e. Negotiated Flextime schedules are only valid within the unit the employee is

currently assigned. Should staff transfer to another function, unit, office, or organizational unit within DCF a new schedule will need to be negotiated with the new supervisor and approved by Cost Center Manager.

- f. The employee shall work the hours agreed upon and obtain approval from their supervisor in advance of working any overtime.

## **B. Modification and Termination**

1. DCF reserves the right to limit participation, require changes to schedules or discontinue participation in the Flextime Program based upon operational needs, performance, staffing patterns, health and safety issues or mandated obligations of the Department. If an employee's flex schedule adversely affects their ability to perform essential tasks required for their position, arrangements can be discontinued. Affected employees shall be provided with minimum notice of at least one pay period, except in the event of time-sensitive or emergent matters. When these occasions arise, participating employees may be required to work their regular schedule on the next business day to ensure continuity of DCF operations.
2. Flextime arrangements may be discontinued at any time at the request of the employee. Employees who request to discontinue their Flextime arrangements must work with their Supervisor to reestablish a work schedule during DCF normal business hours.
3. Employees may not request to modify their Flextime arrangements before the passage of 4 pay periods without the approval of their Cost Center Manager. Such requests must be related to an unanticipated change related to COVID- 19.
4. Please refer to the Flextime Guidelines for additional information about program participation and limitations.

## **Key Terms (Definitions):**

"Flextime" is an alternative to the traditional nine (9) to five (5), 35 - 40-hour work week. It allows employees to vary their arrival and/or departure or start and/or end times.

## **Related Information:**

- [DCF-III-A-2-200 Att 1](#), **DCF Flextime Guidelines**
- [DCF-III-A-2-200 Att 2](#), **DCF Flextime Schedule Request**
- Attachment 3 - Active Titles with Work Week Codes and FSLA Designations
- [DCF-III-A-1-002.2009](#), **Timekeeping Policy**
- [DCF-III-A-1-001-2008](#), **Work Hours Policy**
- [DCF-III-A-1-004.2008](#), **Leave Policy**