

POLICY MANUAL

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	Flex-time Work Program Agreement	September 25, 2012	C12-179

Flex-Time Program Employee Agreement

In accordance with Starland County Administrative Policy 130-12 _____
(Employee)

Chooses to enroll in the Flex-time Work Program. As a participant in this program the employee agrees to keep a record of accumulated and taken flex-time hours on their timesheet and to adhere to the rules of the program as defined in Policy 130-12.

In order to accumulate flex-time an extra half hour shall be worked each day:

From 7:30 a.m. to 8:00 a.m. ☐

During the lunch hour ☐

From 4:00 p.m. to 4:30 p.m. ☐

Up to a maximum of 14 accumulated hours. Any change to this work schedule shall require prior approval from the employees supervisor.

Employee's Signature

Supervisor's Signature

Date