

### **Non-Exempt Employees/Alternate Work Schedule**

**Current Policy** (Subsection I, “Non-Exempt Employees,” of Section 6.03, “Overtime, Compensatory Time, and Time Management,” of the Town of Prosper Personnel Policies and Procedures Manual):

I. **Non-Exempt** Employees

C) Flex-time Work Schedule

In situations where overtime payment is not feasible due to budgetary constraints, the department director or supervisor must consider flexing the employee's work schedule in an effort to minimize the need for overtime compensation. Flexing must be completed within the same workweek or work cycle that the overtime was worked and must be accurately reflected on the affected employee's time card.

### **Exempt Employees/Alternate Work Schedule**

**Current Policy** (Subsection II, “Exempt Employees,” of Section 6.03, “Overtime, Compensatory Time, and Time Management,” of the Town of Prosper Personnel Policies and Procedures Manual):

II. Exempt Employees

- A) Exempt employees are those who are not covered by the overtime requirements of the FLSA. Accordingly, exempt employees are not entitled to overtime compensation for work performed beyond forty (40) hours in a workweek. Exempt employees are expected to put in the hours necessary to complete their assignments with an acceptable level of quality in a timely manner.
- B) “Docking” an exempt employee's pay for a partial day's absence will be permitted only as Authorized by law and approved by the Town Manager.
- C) Absent accrued paid leave time, exempt employees need not be paid for any full day(s) or workweek(s) in which he or she performs no work.
- D) It is the policy of the Town of Prosper not to make deductions from an exempt employee's pay. Any exempt employee who believes he/she has been, or likely will be, subject to an improper pay deduction, must immediately notify the Town Manager. The Town will promptly reimburse an exempt employee for any improper deduction(s) and will make a good faith commitment to comply in the future.

**Informal Processes Associated with Subsection II of Section 6.03** (Subsection II, “Exempt Employees,” of Section 6.03, “Overtime, Compensatory Time, and Time Management,” of the Town of Prosper Personnel Policies and Procedures Manual):

- E) Exempt employees are expected to work whatever hours are necessary to accomplish required duties, tasks, and responsibilities. This often requires in excess of eight (8) hours per day. To provide for employees to be more

productive and to successfully achieve a balance in their personal and professional lives, a flexible work schedule will be permitted. The ability to flex one's work schedule is dependent upon the employee's work load and the impact on the Town.

The exempt employee's flexible work schedule provisions are as follows:

- (1) When an exempt employee physically works in excess of eight (8) hours a day, he may use those excess hours to flex his work hours within the same pay period. Hours may not carry over from one pay period to the next.
- (2) No more than eight (8) consecutive hours shall be flexed in any given pay period.
- (3) If additional leave is needed within a pay period, the employee shall use his accrued leave.
- (4) Flex hours should not be recorded on time sheets, but must be authorized on a request for leave form with appropriate explanation of the leave.
- (5) Such flexible work schedule changes shall be authorized in advance by the appropriate department head or immediate supervisor.