



# WASHOE COUNTY SCHOOL DISTRICT

## Flex Time Usage Site Procedure (PAY-P504)

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### 1.0 SCOPE:

- 1.1 This procedure describes how a site uses and reports Flex Time as a means to flex an employee's schedule to meet the critical needs of the site. The flexing of a schedule will assure that additional costs are not being incurred for the fiscal year, and therefore no additional approval is needed.

### 2.0 RESPONSIBILITY:

- 2.1 Chief Accountant

(Approval signature on file)

Signature

Date

### 3.0 APPROVAL AUTHORITY:

- 3.1 Senior Accountant / Payroll Manager

### 4.0 DEFINITIONS:

- 4.1 Flex Time Worked – With Pay – Hour Code 3219 paid hours worked by an employee on a Non-Schedule work day (Straight time hours only, NOT overtime).
- 4.2 Flex Time Off – Without Pay – Hour Code 3220 non-paid hours taken off by an employee on a Scheduled work day.

### 5.0 PROCEDURE:

- 5.1 The Site Administrator may address the needs of the site through the use of Flex Time. Planning and directing the usage of Flex Time will assure that additional costs are not incurred. Less than twelve (12) month staff may be scheduled to work on Non-Scheduled work days when needed and take an equal amount of time off on scheduled workdays.
- 5.2 The Timekeeper will use the following hour codes to account for Flex Time
  - 5.2.1 Hour Code 3219 FLEX TIME WORKED – WITH PAY  
Hours worked on a Non-Scheduled work day
    - 5.2.1.1 Do NOT use for:
      - Hours worked over 8 hours in a day
      - Hours worked over 40 hours in a week
      - Hours worked on a Holiday
  - 5.2.2 Hour Code 3220 FLEX TIME OFF – WITHOUT PAY  
Hours taken off on a Scheduled work day
  - 5.2.3 Hour Code 3117 VACATION LEAVE USAGE  
The employee may choose to utilize Vacation Leave in lieu of Flex Time off – Without Pay as this does not constitute additional costs.
- 5.3 The Site Administrator will monitor the usage of Flex Time to assure that additional costs are not being incurred for the Fiscal Year (FY).

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5.3.1 Run CDD report DW1015 Flex Time Usage and review.

5.4 The Payroll Office, prior to the Fiscal Year (FY) end, will request the Site Administrator (for sites that have utilized Flex Time) run CDD report DW1015, review and submit a signed copy to the Payroll Office.

5.5 The Payroll Office will review Flex Time usage to assure compliance with the intended usages.

#### **6.0 ASSOCIATED DOCUMENTS:**

6.1 ESP (Classified) Hour Code for Timesheet Entry PAY-L002

6.2 Fiscal Year Flex Time Usage report CDD DW1015

#### **7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
N/A	N/A	N/A	N/A	N/A

#### **8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
6/6/13	A	Initial Release

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