



SOUTH CAROLINA REVENUE AND FISCAL AFFAIRS OFFICE

FLEXIBLE WORK SCHEDULE POLICY

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

Policy

The Revenue and Fiscal Affairs Office (RFA) wants to maintain a work environment that contributes to the well-being and motivation of its employees. Flexible work scheduling is a privilege and may be discontinued in its entirety or for individual employees, as may be determined by the Executive Director with a seven (7) day notice. The Agency exists to provide its customers efficient and effective services; flexible work schedules shall not interfere with that mission.

Provisions Governing Flexible Work Schedules:

- A. The normal business hours and days of RFA are 8:30 a.m. through 5:00 p.m., Monday through Friday, except for State holidays and other days State offices are closed by the Governor.
- B. Eligible employees have two flexible work scheduling options subject to the limitations and approval set forth in these guidelines. The two options are:
 1. Flexible daily schedule - whereby an eligible employee is scheduled to work each business day but his or her hours vary from the normal business hours of the Agency on some or all days.
 2. Compressed work week - whereby an eligible employee may work more than 7.5 hours on specified days in order to accumulate an excess of 7.5 hours in the course of a cycle. Non-Exempt employees are not eligible to work more than 40 hours in a one week period.
- C. Employees who are eligible to work a flexible schedule are:
 1. employees occupying permanent full-time positions, and time-limited full-time positions;
 2. employees whose work meets or exceeds the criteria of each of their job functions; and
 3. employees who have not been the subject of disciplinary action within six months of the beginning of the period for which a flexible schedule would be effective. Disciplinary action is defined as an oral reprimand and actions of greater severity.
- D. The eligible employee's usage of annual and or sick leave during the previous quarter will be reviewed and considered before approval is granted.

- E. Flexible work schedules are not effective until approved by Executive Director or designee.
- F. When approved, flexible work schedules are effective for a calendar quarter and the Flex Work Schedule form must be completed and approved each quarter:

January – March, April – June, July – September, and October – December.

- G. Supervisors must consider all of their eligible employees' requests together and only approve such flexible schedules as to maintain section coverage during normal business hours and days and maintain adequate operational capacity to satisfy customers' reasonable business expectations. Supervisors must deny an employee's request when his or her ordinary and usual work cannot be performed productively during the hours or days proposed. All flexible schedules proposing an employee work on either or both Saturday or Sunday must also be denied.
- H. When multiple employees within a section request flexible schedules that cannot all be approved because of the overlap in requested times or days off, the appropriate section supervisor must rank the requests as the supervisor considers appropriate within his or her sole discretion.
- I. In a compressed work week, the number of whole days that an employee may schedule to be off is limited to one day per week.
- J. Flexible schedules may not begin before 7:00 a.m. or conclude after 6:30 p.m. and must not exceed ten (10) hours in any one day. The latest starting time is 9:00 a.m. The earliest quitting time in a compressed work week schedule is 3:00 p.m. Beginning and ending times in a flexible schedule must be in hours and quarter hour intervals (e.g., 7:00, 7:15, 7:30, 7:45). The Geodetic Survey Field Crew is allowed to adjust their start and end time due to weather and travel.
- K. Non-exempt employees are not allowed to establish a work schedule that exceeds forty (40) hours for any week.
- L. If a schedule for any work day encompasses the hours from 11:00 am until 2:00 p.m., a lunch period must be scheduled. The minimum lunch period that may be scheduled is thirty (30) minutes. The scheduled lunch period does not count as work time.
- M. All leave for employees on a flexible work schedule must be commensurate with the number of hours the employee is scheduled to work on the specific day of leave. Leave must be requested in hours or in quarter hour increments.
- N. Employees receive credit of 7.5 hours for each holiday. If an employee is scheduled to work less than 7.5 hours on a holiday, the employee may use the excess holiday credit at a later time. When holidays fall on days an employee is scheduled to work more than 7.5 hours, the employee must either take leave for the additional time or make up the difference during the week. The employee's section supervisor must approve when holiday credits may be taken and holiday shortages made up.
- O. After a flexible work schedule is submitted and approved, the schedule becomes the employee's expected reporting and departure time until the next selection period.
- P. Infrequent adjustments in arrival, quitting or lunch time may be authorized by the appropriate supervisor in accordance with limitations of this policy and the supervisor's discretion. Such changes are only adjustments and the employee must work the required number of hours for that day or take the necessary amount of leave.

A supervisor can temporarily alter his or her employees' flexible schedules in order to meet work demands or service requirements. Any time worked in excess of the amount scheduled due to such alteration may be taken off at a later time approved by the employee's immediate supervisor.

Q. Flexible schedules are a privilege and not a right. This policy and the option for employees to work flexible schedules may be suspended or revoked with a seven (7) day notice. An individual employee's flexible schedule may be suspended or revoked as well with a seven (7) day notice. An employee's flexible schedule must be suspended or revoked, as the appropriate section supervisor and Executive Director determine, when the privilege is abused or an employee's work performance becomes deficient. Abuse of the privilege and work deficiency include but are not limited to unapproved tardiness or early departure and unproductive use of the employee's scheduled hours.

(Flexible Schedule Form can be found in the "Forms" folder)