

Item 2684-E

Subject: Non-Standard, Non-Permanent Flexible Workweek Option for Employees Exempt from Collective Bargaining

Effective: December 20, 2019

Purpose

In accordance with the Connecticut General Statutes § 5-200(p), the Commissioner of Administrative Services and the Secretary of the Office of Policy and Management, with the approval of the Governor of the State of Connecticut, have extended a Non-Standard, Non-Permanent Flexible Workweek Option to employees in the Executive Branch, including appointed officials, who are not represented by collective bargaining units. This item supersedes the language in Management Personnel Policy No. 80-2 in its entirety.

Policy

This Policy is intended to create a balance between meeting the business needs of the State of Connecticut and providing a temporary flexible work option for non-represented employees to meet occasional personal needs. It is not the intent of this policy to establish permanent flexible schedules for non-represented employees. This policy does not diminish the expectation that managers are expected to work the number of hours necessary to get the job done.

A non-standard, non-permanent workweek is defined as a variable workweek of at least 80 hours per pay period or 40 hours per week. The pay period runs from Friday to the next following Thursday; the 40-hour workweek runs from Friday to Thursday. Due to FLSA implications, employees assigned to CA, CJ, CN and CR salary plans must account for 40 hours each week.

Scope

Employees in the Executive Branch, including appointed officials, who are not represented by collective bargaining units and who have less than two hundred (200) hours of accrued compensatory time at the start of a pay period, are eligible to request a Non-Standard, Non-Permanent Flexible Workweek.

Requirements

Participation in a non-standard, non-permanent workweek is strictly voluntary and must be approved by the Agency Head or designee. When determining whether to approve a request for a non-standard, non-permanent workweek, the business needs of the agency are to be considered before a non-represented employee's personal preferences.

In most cases, requests from non-represented employees to work a non-standard, non-permanent workweek must be approved by the Agency Head or designee prior to the non-represented employee working the flexible schedule. It is recognized extenuating circumstances may arise and a flexible work arrangement may be approved after-the-fact. Subsequent approval in these situations are limited to those with a bona-fide business need. Determinations of extenuating circumstances are made by the Agency Head or designee on a case-by-case basis and are not precedent setting.

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When a non-represented employee is approved to work a non-standard, non-permanent workweek, the employee must record the actual hours worked each day on the timesheet. At least 80 hours must be recorded on the non-represented employee's timesheet each pay period. If the non-represented employee's schedule includes a day off during the week as a result of the flexible schedule, the hours' field for that day is to be left blank. If the non-represented employee does not plan to work on a scheduled workday, the employee must comply with the agency's policy for requesting time off and the appropriate time reporting code and number of leave hours must be indicated on the employee's timesheet.

Approved:

Date:

Josh Geballe 12/12/19
Josh Geballe, Commissioner – DAS

Melissa McCaw 12/12/19
Melissa McCaw, Secretary – OPM

Ned Lamont 12/12/19
Ned Lamont, Governor