

**CITY OF GRAND PRAIRIE
HUMAN RESOURCES POLICIES AND PROCEDURES**

Section C: **EMPLOYEE BENEFITS**
No. 11 **Attendance, Flextime, Alternate Work Hours, Break Periods**
Revised and Approved: **11/04/2025**

1.0 Purpose:

- 1.1 The purpose of this policy is to establish the procedures and regulations for implementing flextime, alternate work schedules and break periods within a department/division.

2.0 Scope:

- 2.1 All departments/divisions have the option to select flextime, alternate work schedules and break periods based on their staffing requirements, if such selection will not seriously diminish service to the public or support to other City departments.

3.0 Policy:

3.1 Attendance

- a. The City provides public service to our community, business partners, and one another. We are in the public eye and paid with tax-payer dollars. As a public servant, the city expects employees to provide regular, reliable, in-person service to our customers. Any exceptions to this, such as telecommuting on a temporary basis, remain the discretion of the Director and/or Deputy City Manager as needed for business operations and consistent with city practices.
- b. Many essential positions may not allow flexibility in such things as telecommuting if the position is essential and requires staff to be at work due to equipment, service demands, operational requirements or community needs.

3.2 Alternate Work Hours

- a. City “normal business hours” are considered 8:00 a.m. to 5:00 p.m.
- b. Departments may allow employees to work alternate work hours, work schedules and/or shifts for employees so long as they are consistent in schedule administration for all employees and such shifts cover operational hours.
 - (i) An alternate schedule should not begin or end more than 1 hour outside of the department’s operating hours, unless a valid business reason exists and is approved by the Department Director.
 - (ii) For departments serving the public with operating hours outside of the normal business hours as defined herein, work schedules and/or shifts may be set as appropriate to cover business needs
 - (iii) Except for sworn police, sworn fire and detention staff who have exceptions allowed under federal law, all other employees work schedules must meet their 40-hour requirement **by work week** beginning on Saturday at 00:01 a.m. and ending the following Friday at midnight.
 - Any exceptions or “re-design” of employee shifts/work schedules, especially if any week is designed to work fewer or more than 40 hours per week, must be reviewed with Human Resources and payroll staff to ensure compliance with federal laws, vetting any system setup

changes that may be warranted, and documenting those as appropriate for approval.

- (iv) Department Director's may create summer/holiday schedule start and end times that vary from normal hours to accommodate environmental factors and employee health.
- c. Alternate work schedules may be canceled, suspended, amended, approved, or denied at any time at the sole discretion of the Division and/or Department Director and to address changing departmental expectations and demands. They are not a right nor guaranteed; however, departments are encouraged to consider requests received to determine if reasonable and allowable.
- d. Employees working alternate schedules must maintain productivity, accessibility and accountability levels as expected of any other employee so as not to create disruption to business operations.
- e. Leave taken by employees on alternate work schedules shall be charged based upon the number of hours taken, or the number of hours scheduled to work that day, as applicable.
 - (i) Example: An employee is scheduled to work 4 10-hour days. If he/she is out for 1 day, he/she is charged for 10 hours of leave.

3.3 Flexing Time

- a. Departments may allow ***an hourly, non-exempt*** employ to periodically "flex time" on a temporary basis, such as for a partial or full day, due to an absence, training or other reasonable need that occurred **in that same workweek**, in order to reduce overtime and/or to save leave time, so long as:
 - (i) The time flexed off ***is done*** in the same work week/work period shown below for which the need to flex time arose (i.e. when the employee was sick, had training, etc.).
 - This means within the 40-hour work week for most 40-hour per week non-exempt personnel, or
 - within the defined work period approved under federal law of 14-days for sworn Police and Detention employees, or within the 28-day work period for sworn fire employees.
 - (ii) Flexing time is approved to occur and documented;
- b. The ability to flex time is not guaranteed nor required to be offered. It may be revoked at any time. Departments may simply require leave to be used rather than to allow flex time.

3.4 Rest Break

- a. With supervisory discretion and approval, full-time employees may take up to two fifteen minute, paid breaks each day - one during the first half of the work day and the other during the second half of the work day.
- b. Rest breaks are a privilege-not a right.
- c. Breaks shouldn't interfere with work or departmental operations.
- d. They may not be taken at the start/end of an employee's work day, used as an excuse for being late or leaving early, and may not be used to extend meal breaks, nor combined for a longer break.

- e. Rest breaks are compensable.
- f. If non-exempt employees take longer than a 15-minutes rest break, the period over 15 minutes is not compensable and will have to be made up.
- g. Civil service employees (sworn Police and Fire) do not have designated rest breaks as they are paid for their entire shift.

3.5 Meal Break

- a. Full-time employees (excluding most Police and Fire Department employees) are normally provided a 30 minute to one-hour unpaid meal break near the middle of the workday.
- b. Meal breaks may be staggered and start/end times designated by supervisors for departmental shifts, scheduling and coverage needs.
 - (i) Department heads may choose to require non-exempt employees to take meal breaks and comply with the terms of this policy.
- c. For unpaid meal breaks, employees should not perform work and may be asked to take lunch breaks out of the work area.
 - (i) If the non-exempt employee performs any work during their lunch break, the time is compensable.
- d. Non-exempt employees may not waive lunch breaks to leave early or shorten their workday, except with **prior written approval** from their supervisor.
- e. Employees may not extend meal breaks without supervisory approval.

3.6 Break Time for New Mothers:

- a. Nursing mothers will be provided with reasonable unpaid break time to express breast milk for up to one year after the birth of a child in accordance with applicable law.
- b. If an employee needs time beyond the usual lunch and break times, the employee may use vacation or make up time as approved by supervisor.
- c. Employees and supervisors are expected to agree, in advance, upon a break schedule and how the time will be counted or made up.
- d. A private area will be provided for nursing mothers to use. If a private area is not available in the worksite, the department should work with the employee to immediately identify the most private area that could be accommodated and set up for use as such in a reasonable manner. That area should be designated for such privacy when needed. Employees who have a private office may use it if they prefer.

4.0 Appendices - None