

# Guidelines for Flex Time Policy

**SCOPE:** Medicaid Office

**PURPOSE:** This policy establishes FLEX Time guidelines for all UAMS Medicaid Staff

**POLICY:** The UAMS Medicaid office seeks to establish a balance between employee work schedules and the need to maintain adequate staff to fulfill its missions. The Medicaid Office standard on FLEX Time will apply to all work units within the department. More stringent standards based on functional needs may be developed and implemented after review by Medicaid Management.

Staffing will be maintained to provide adequate access to customer service between the hours of 8:00am and 5:00pm Monday through Friday. Staffing will be maintained to complete all daily activities such as screening, applications and asset verification based on 3<sup>rd</sup> party business hours.

Employees are required to notify and/or schedule extended lunch periods, breaks and other time off to insure staffing is adequate in some functionally areas.

Employees have the option to request a 4 day, 4.5 day or 5 day work week schedule based on their work unit. Off days and hours may vary to insure adequate staffing to meet customer service and daily activity needs. Work week schedules require manager approval and will usually require 2 weeks notice for schedule changes.

Each employee of the Medicaid Office is responsible for understanding and adhering to the FLEX Time standards. Please consult with your immediate supervisor for more specific information regarding FLEX Time for your position.

## **PROCEDURE: Guidelines**

A typical work day is no less than 8.5 hours. That time is allocated as follows: 7.5 hours of work, 30 minutes of unpaid lunch break, and two 15 minutes of paid time which may be offered as breaks at management's discretion. However, within the Medicaid Office, a workweek will be defined as between the hours of 6:30 am-6:00 pm Sunday through Saturday. Eligible employees may select the hours and days they wish to work based on the needs of the unit. Within those hours and days, employees may choose when they arrive at work and when to take their lunch break. An employee may choose to arrive late or take a longer lunch break than usual when a total of forty hours per work week are worked and accounted for in KRONOS.

Unless specifically approved by a manager or director, UAMS Medicaid staff may not begin work earlier than 6:30 am or end no later than 6:00 pm.

ANSWERS, the DHS system used to document and validate information is off-line the last Saturday of every month. Therefore, work hours CANNOT be accumulated at that time unless approved by a manager or supervisor. There are additional times that ANSWERS is down for maintenance; notice is normally sent out at least 2-3 workdays prior to downtime. Notice will be sent to all Medicaid staff and hours are to be adjusted accordingly.

When an employee is scheduled for training events, meetings, seminars, etc., they MUST arrive on time for the event.

The success of the Medicaid Office FLEX Time is dependent on participant compliance; it will be evaluated periodically by management and if deemed unsuccessful, it may be modified or discontinued at any time.

### *FLEX Time start and end times*

Employees accumulating less than forty hours of worked time in KRONOS between the designated hours and days without prior approval of management will receive a tardy.

An employee short 2 hours or greater for a work week will receive a full occurrence.

An employee may be pre-approved to work less than forty hours without penalty.

ACCUTME (KRONOS) calculations: KRONOS rounds total time for the shift to the nearest quarter hour, without changing the IN or OUT time.

Example: if you clock IN at 6:57 and OUT at 3:33, the total time worked is 8 hours and 36 minutes, less 30 minutes lunch, for 8 hours and 6 minutes. The nearest quarter hour is 8.00, so you are paid for 8.00 hours.

Because we ask that you clock OUT for lunch and back IN, the rounding will occur twice in a day

If you are IN at 6:57 and OUT for lunch at 11:00, the time for this segment is 4 hours and three minutes, rounded to 4.00 hours

If you are back IN from lunch at 11:35 and OUT for the day at 3:33, the time for this segment is 3 hours, 58 minutes, rounded to 4.00 hours

### *Lunches and breaks*

Because the "shift" of the FLEX Time employee is variable, you must clock OUT for lunch and back IN: Please try to clock OUT for lunch within the first six (6) hours of your time worked. If employee fails to clock for lunch, time will be manually entered by timekeeper. Clocking failures will be treated as a tardy. Two clocking failures equal one full occurrence.

UAMS allows (but does not require) managers to offer employees two paid 15-minute breaks each day. Medicaid Office employees may choose to work through their breaks. Because the 15-minute breaks are paid and included in the standard work day and because overtime is based upon the total weekly hours, working through breaks does not automatically create an overtime situation.

Employees may not place their lunches or any of their breaks at the beginning or end of a shift in order to make up time.

Employees may not work through the mandatory lunch break (30-minute for a six hour or greater work day) unless pre-approved by manager.

It is possible for employees to clock in 7 minutes late in the morning, add an additional 7 minutes to their lunch break and clock out 7 minutes early (total of 21 minutes per day or 91 hours per year) and still receive payment for a forty hour week. Please be aware that even though this practice is acceptable to KRONOS, it is not acceptable to UAMS. Employees who demonstrate this type of clocking pattern will be subject to disciplinary action.

FLEX Time and vacation time – If an employee has signed a leave slip for time off and works extra time throughout the week, the original time off can be reduced by the extra time worked.

EX: you have signed a leave slip for 4 hours on Tuesday. On the remaining work days you work an extra 2 hours. Your time on Tuesday is reduced by the extra hours worked (2) to show 2 hours leave taken for the week instead of 4 hours.

Leave slips MUST include the phrase "Please reduce my time off by any extra time I may work this week."

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