

**HIDALGO COUNTY, TEXAS**  
**PERSONNEL POLICY MANUAL**

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Date Authorized:	07/01/2008
Supersedes:	N/A

**FLEX-TIME POLICY PILOT PROGRAM**

**July 01, 2008 – September 30, 2008**

In accordance with Texas Local Government Code Section 157.021, Hidalgo County departments are authorized to implement, where practical, staggered Flex-Time work hours to provide county employees, on a voluntary basis, the option for a four day 40 hour work week or any other appropriate Flex-Time option in accordance with the following guidelines and existing personnel policies.

1. County departments are allowed the flexibility to implement alternative work schedules where it is a viable management work option and it is of benefit to Hidalgo County employees and/or citizens.
2. Flex time and /or an alternative workweek can be implemented on a department-by-department basis.
3. Participation is voluntary and subject to approval by the Elected Official/Department Head. Participation is not an employee right or benefit and the program can be discontinued at any time.
4. The workforce must be staggered to allow county offices to remain open five days a week.
5. Departments or offices providing services to the general public can expand their hours of operations during the pilot program where practical.
6. Alternate work schedules must not adversely affect the services that are provided to other operating units, co-workers or the public.
7. Alternative work schedules must not cause or contribute to the need for additional staff, or for staff to work additional overtime hours.
8. No work schedule can be implemented that results in a non-exempt (FLSA) full-time employee working less than 40 hours during the workweek or less than 80 hours in a pay period.
9. Four-Day Work Week (4/10) – Participants work 10 hour workdays per week either Monday – Thursday or Tuesday – Friday each week (Total – 40 Hrs.)
10. The lunch hour cannot be used as part of the flex-time work day.
11. If an employee takes a sick or vacation day on a regularly scheduled ten hour day, then ten hours of leave must be recorded.

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12. A holiday is always an eight hour day, when a holiday occurs; an employee working a four-day work week reverts to four eight-hour days for that week and takes the holiday as any other employee not on flex-time.
13. Other Flex-Time schedules may be implemented as needed within the above guidelines, existing personnel policies, and in adherence to the Fair Labor Standards Act (FLSA).