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TITLE: FLEXTIME POLICY	

COGNIZANT SENIOR MANAGER:	APPROVED BY:
Approval on File 3/16/05 T. L. Frye Date Human Resources	Approval on File 3/16/05 R. D. Raaz Date WTS General Manager

1.0 POLICY

Washington TRU Solutions LLC (WTS) supports the principle of flextime to permit employees and managers to select a work schedule that may assist with individual and family needs while meeting business needs. "Flexitime" refers to a range of flexible formats that permit employees and managers to choose the times employees will start and stop work. WTS management recognizes that the use of flexitime also may improve employee morale; reduce tardiness, absences for personal business, turnover, and overtime costs; and increase employee productivity and service.

Section managers are encouraged to accommodate the reasonable requests of employees for flexible work schedules when consistent with the needs of their respective sections to accomplish their objectives.

While employees may request consideration of a flexitime schedule allowing for a specific arrival and departure time, approval of the request will be granted only if all policy guidelines and work schedule requirements are met. Managers are responsible for and must be aware of employees' schedules and should monitor them for any abuse of this program.

Because the first priority for each department is to accomplish its mission, not all groups are eligible for the use of flexitime. Use of flexitime should neither decrease a department's productivity nor reduce the consideration of activities between departments, customers, or stakeholders. Entire sections requesting a flexitime arrangement must have prior approval from the department manager.

Employees who wish to consider a flexitime arrangement must obtain approval by their immediate manager. The following information is to be provided to the immediate manager for consideration:

- Employee name
- Job title
- Duties and responsibilities
- Potential impacts
- Requested flexitime schedule (start time, lunch period and end time)

Once a flexitime schedule is established by the manager and the employee, it will become the employee's regular schedule and must be adhered to. Employees may not flex their schedule on a daily basis, but must make a long-term commitment

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(e.g., 12 months) to the established schedule. The department or section manager may cancel the schedule if the schedule is found to be unsatisfactory or detrimental to the section, department, or project.

Section managers are responsible for proper flextime scheduling and for ensuring that adequate coverage is provided by employees during established working hours.

Flextime is not to be confused with compensatory time off for exempt staff as compensation for overtime. Such compensatory time scheduling may still be implemented when it meets the needs of the section and reduces overtime requirements. Flextime must not increase staffing cost or overtime compensation.

2.0 FLEXTIME WORK SCHEDULING REQUIREMENTS

All flextime employees must meet the work schedule as identified in published work schedule requirements.

Offices will be staffed and fully operational for business hours between 6:30 a.m. and 4:00 p.m. for the WIPP site and 7:00 a.m. and 4:30 p.m. for the Skeen-Whitlock Building.

Except for meal breaks, employees must be on the job during the "core period." WTS has determined the core period as follows:

- For nine/eighty hour employees, between 8:00 a.m. and 3:30 p.m., Monday through Friday.
- Individual section managers must establish the schedule to ensure appropriate coverage for shift employees.

Schedules must include a lunch break. Uncompensated lunch breaks can range from 1/2 hour (site) to 1 hour (town) for employees.

Starting and ending work times will begin and end on the hour or half hour.