

Departmental Standard Operating Procedure

Miami-Dade Aviation Department

DSOP No. 01-09

Effective: October 19, 2001

SUBJECT: POLICY AND GUIDELINES FOR GRANTING FLEXTIME TO EMPLOYEES WHO WORK FIXED SCHEDULES

PURPOSE AND SCOPE: The purpose of this Departmental Standard Operating Procedure (DSOP) is to create policy and guidelines for establishing flextime schedules when and where appropriate for employees who work fixed schedules.

I. AUTHORITY:

- A. [29 U.S.C. 201, et seq. The Fair Labor Standards Act of 1938, as amended.](#)
- B. [Americans with Disability Act \(ADA\) 49 U.S.C. 12101 et seq. \(Title I, 29 CFR 1602, 1627, 1630 and Title II, 28 CFR 35.](#)
- C. [Family and Medical Leave Act of 1993, 29 CFR 825 et seq.](#)
- D. [Operational Directive 99-3, Written Directive System.](#)
- E. Collective Bargaining Agreements between:
 - Miami-Dade County, Florida and The Government Supervisors Association of Florida OPEIU, Local 100 – Professional Employees. October 1, 1999 – September 30, 2002
 - Miami-Dade County, Florida The Public Health Trust and The Government Supervisors Association of Florida OPEIU, Local 100 – Professional Employees. October 1, 1999 – September 30, 2002
 - Miami-Dade County, Aviation Department, and American Federation of State, County and municipal Employees, A.F.L.-C.I.O., Aviation Employees Local 1542. October 1999 – September 2002.

II. DEFINITIONS:

- A. *Fixed Schedule* – A non-rotating working schedule.
- B. *Flextime* - A work schedule that permits flexible starting and quitting times within limits set by divisional Managers.

III. POLICY:

- A. It is the policy of the Aviation Department to operate within federal, state, and County rules and regulations and in accordance with the terms and conditions agreed in the applicable collective bargaining agreements.
- B. The Department has the sole right and authority to determine, amend, change or modify employees work schedules. Employees shall be assigned or transferred to work schedules at the sole discretion of the Department.
- C. The authority to grant flextime to employees is granted to Divisional Managers and above.
- D. Management may take individual considerations into account when assigning work and schedules; however, there are no requirements to accommodate individual employee requests to deviate from normal schedules beyond those imposed by the Americans with Disabilities Act and the Family and Medical Leave Act of 1993.
- E. Divisional Managers may, at their discretion, revoke or change employees' flextime authorizations.

IV. GUIDELINES:

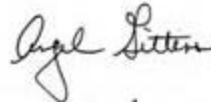
- A. Work plan schedules deviating from the standard must:
 - 1. Be in the best interests of the Department.
 - 2. Promote cost effective and efficient use of resources, and, where applicable, contribute to enhance customer service.
 - 3. Guarantee the necessary coverage during the standard work hours of the affected work function.
 - 4. Provide for adequate supervision.
 - 5. Not result in any overtime.
 - 6. Be uniformly and fairly offered to all employees within the same classification and work function.

7. Be for a specific period of time.
8. Requests for extensions must be submitted in writing and through the proper chain-of-command.

REVOCATION: None.

REFERENCES:

- [Miami-Dade County Leave Manual](#)
- [Miami-Dade County Personnel Rules for the Classified Service](#)
- [Miami-Dade Pay Plan \(Adopted Annually\)](#)
- [Administrative Order 7-9, Overtime Policy](#)
- Bibliography (available at the Professional Standards and Compliance Division)
 - Creating a Flexible Workplace – How to Select and Manage Alternative Work Options by Barney Olmsted and Suzanne Smith
 - Managing the Flexible Work Force by Richard Pettinger



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