Flexible Work Schedule
Policy/Procedure

To provide quality services in a flexible manner which meets Head Start family and program needs. To maintain the assigned number of hours per day and/or per week worked for each Head Start employee. To maintain the assigned number of days worked per week for each Head Start employee.

Flexible Work Schedule = Any work-related schedule change outside of pre-determined work schedule for staff who do not have access to “work bank” hours.

Policy/Procedure:
1. Any flexible work schedule change must be pre-approved by supervisor (s).
2. Any flexible work schedule change must be documented either by the staff person or their supervisor (s) on an itinerary or lesson plan for the designated time period.
3. A daily flexible work schedule change must take place within the designated workday. This flexible work schedule must not exceed the pre-determined number of hours worked per day.

   Ex: Family Advocate Pre-Determined Work Schedule = 8:00 a.m.-4:30 p.m., (M-F)
   Family Advocate facilitates evening parent meeting on Monday from 6:00 p.m. – 8:30 p.m. Family Advocate gets pre-approval from supervisor to work on Monday from 12:30 a.m. to 8:30 p.m.

4. A weekly flexible work schedule change must take place within the designated work week. This flexible work schedule change may be possible if a staff member does not exceed eight hours worked per day or five days worked per week.

   Ex: Family Advocate Pre-Determined Work Schedule = 8:00 a.m. – 4:30 p.m., M-F)
   Family Advocate helps with program recruitment at a community fair for 8 hours on a Saturday.
   Family Advocate gets pre-approval from supervisor to work Monday-Thursday and Saturday of the designated work week with Friday off.

5. Any exceptions to the above policy/procedure need to be pre-approved by and at the discretion of the supervisor and/or Head Start Director.

This policy complies with Head Start Performance Standards 45 CFR Section 1304.52, 1304.40

Approved by Policy Council on February 16, 1999
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