

**CITY OF CORAL SPRINGS
ADMINISTRATIVE POLICY MANUAL**

CHAPTER: 06 HUMAN RESOURCES POLICIES

POLICY #: 06.11.09

SECTION: 11 MISCELLANEOUS

**SUBJECT: 09 FAMILY HOURS WORK
SCHEDULE**

OFFICE/DEPARTMENT: PERSONNEL

EFFECTIVE DATE: May 1, 1997

CITY MANAGER: Michael S. Levinson

PAGE 1 OF 3

PURPOSE

The City of Coral Springs has established a FAMILY HOURS work schedule as part of its efforts to help support family life and the community. This optional work schedule is available to all full-time regular employees to assist in meeting personal or family needs.

DEFINITIONS

Benefit Plan - The Coral Springs Benefit Plan includes: health insurance, long-term disability insurance and life insurance.

Employee Contribution - The amount employees pay for the different types of insurance in their benefit plan.

In Pay-Status - The time for which city employees are compensated, including: regular hours worked, sick days, vacation days, holidays, etc.

Regular Full-Time Employee - An individual occupying a budgeted position and scheduled to work a regular forty (40) hour work week.

ELIGIBILITY

All regular full-time employees of the City may request the Family Hours work schedule after their first six months of employment in regular full-time status. An employee's supervisor may approve the request, if the schedule change does not adversely affect the quality of City service or create significant workload or schedule problems for other employees. Decisions on employee requests for the Family Hours work schedule should be made by the supervisor in consultation with the employee and their entire work unit.

A supervisor may direct an employee to return to a 40 hour schedule at any time. However, the

employee must have four (4) weeks notice before the schedule change takes effect. An employee may choose to return to full-time status at any time but must give four (4) weeks notice to their supervisor.

PROVISIONS

A. COMPENSATION

1. EMPLOYEES COVERED BY THE FAIR LABOR STANDARDS ACT (NON-EXEMPT EMPLOYEES)

Non-exempt employees on Family Hours must be in pay status a minimum of 30 hours a week. However, the number of hours worked on a given day should be established in a schedule tailored to meet the employee's and the work unit's needs. Every six months the employee will submit their work schedule to their supervisor for approval.

Compensation will be based on the employee's hourly rate. Non-exempt employees will be eligible for Incentive Pay increases and will receive Longevity Pay subject to the provisions of the relevant policies. These rewards will be prorated based on the number of hours worked in the previous year.

Overtime pay and compensatory leave will be earned only in weeks in which the employee works more than 40 hours.

2. EMPLOYEES WHO ARE FLSA EXEMPT

Exempt employees are compensated for performing a function; their wages are not based on hours worked. Therefore, exempt employees on the Family Hours program will, with their supervisor and in consultation with the other members of their work unit, redefine their job responsibilities to permit a reduced work week. The employee's annual salary and other compensation, such as auto allowance, will be reduced by 25%. Exempt employees will be eligible for Incentive Pay Increases and will receive Longevity Pay subject to the provisions of the relevant policies. These rewards will be reduced by 25%.

B. BENEFITS PLAN

Employees on the Family Hours schedule will receive the same benefit plan offered to full time regular employees except that their employee contribution for health benefit premiums will be increased. A separate cost schedule will be maintained by the Human Resources Department. The employee must pay the premium through a payroll deduction. This increased premium will be in affect as long as an employee is on the Family Hours schedule, even if the employee periodically works a full time schedule.

C. HOLIDAYS AND LEAVE

Sick leave and vacation leave will accrue based on the number of hours worked. Family Hour employees will be paid for six (6) hours on paid holidays and personal days.

Additionally, employees will be required to use 30 hours (instead of 40) of annual leave during the calendar year and may sell up to only 30 hours of annual leave each year.

POLICY # 06.11.09

Page 2 of 3

D. PENSIONS

1. 401(a) ICMA RETIREMENT PROGRAM

The City's contribution to the employee 401(a) retirement plan will continue as a percent of employee earnings. Employees should refer to the plan document for the applicable percentage.

2. GENERAL EMPLOYEE RETIREMENT PLAN AND POLICE PENSION PLAN

Employees under the General Employee Retirement Plan or the Police Pension Plan who are on the Family Hours work schedule must make a bi-weekly contribution to the plan based on a 40 hour work week base salary. For the purposes of eligibility for these plans, Family Hour employees will be considered full-time. For purposes of calculating retirement benefits, the 40 hour work week base salary will be used.

E. EXPIRATION

This administrative policy expires January 1 of each year. It is renewable at the discretion of the City.

F. EMPLOYEE RIGHTS

Nothing in this policy is intended to constitute or create prevailing employee rights. Employees do not have the right to grieve any action taken pursuant to this policy.

MICHAEL S. LEVINSON, CITY MANAGER

DATE

EFFECTIVE DATE: MAY 1, 1997

POLICY NUMBER: 06.11.09

Page 3 of 3