

N E W J E R S E Y S C H O O L B O A R D S
A S S O C I A T I O N

GOVERNANCE & OPERATIONS

FILE CODE: GO/4113.11R

PERSONNEL
FLEXTIME

Flextime

Flextime is a work arrangement that allows employees to choose, within limits, the time, but not the number of hours, of their work day.

- A. Department directors shall arrange flextime schedules to meet the needs of their departments and the Association.
- B. Department directors shall determine the number of employees required to meet departmental needs during the hours of 9:00 a.m. to 5:00 p.m.
- C. Conflicting requests shall be resolved by the department director.
- D. Employees may not change individual schedules without prior approval of the department director.
- E. Full-time employees must take a lunch break of at least 1/2 hour.
- F. Every department must ensure phone coverage from 9:00 a.m. to 5:00 p.m.

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See Also: GO/4113.1
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