

## **PUTTING EDUCATION FIRST PROGRAM**

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### **EDUCATION FLEX TIME POLICY**

The City of Indianapolis and Marion County recognize that parental involvement is vital to our children's education. The City of Indianapolis and Marion County further recognize that city and county employees can make significant contributions to education. Accordingly, the City of Indianapolis and Marion County adopt the following "Education Flex Time Policy" for the benefit of their employees and the schools of Indianapolis and Marion County:

1. A city or county employee who is the primary caregiver may use "flex time" to attend a parent-teacher conference or school-related activity at his or her child's school. An employee who uses this flex time must still work the full, regularly scheduled work time, but, with supervisory approval, may rearrange his or her schedule to attend the parent-teacher conference or school-related activity at his or her child's school.

2. Federal law requires special rules for non-exempt employees. A non-exempt hourly employee who desires to use this Education Flex Time must complete a leave request form that will include the following information: date, time, number of hours, school, name and phone number of a contact at the school, and a description of the conference or activity. The leave request form will also indicate during what hours that same week the employee will "make up" the hours missed for the conference or activity. An employee must submit his or her leave request form at least seven (7) days before the date the leave is to be used. Supervisors may approve the use of flex time if the request will not adversely affect the ability of the work unit to accomplish its mission. Education Flex Time will only be allowed as long as no overtime is necessary to compensate for it and the hours will be made-up in the same work week.

3. An exempt salaried employee who desires to use Education Flex Time must complete a leave request form which will include the following information: date, time, number of hours, school, name and phone number of a contact at the school, and a description of the conference or activity. An exempt City or County employee will be expected to work eighty (80) hours (or 75 hours if their regular work week is based on 37.5 hours per week) during the two (2) week pay period in which he or she used this flex time.

4. A supervisor may not allow Education Flex Time of more than eight (8) hours during the months of January through June and eight (8) hours during the months of July through December each year. Education Flex Time must be taken in increments of two (2) hours or more.

5. This policy will not limit current policies of individual City departments and County agencies.