

SUPERIOR COURT OF GUAM

STANDARD OPERATING PROCEDURES

REFERENCE: Employees on Flextime and/or Compressed Work Week Schedule

Effective January 15, 1998

I. WORK SCHEDULES:

Dependent upon the division employed, normal work hours for full-time court employees may vary because of job nature or the public service requirements of the division. Employees assigned work schedules outside the normal Monday through Friday, 8:00 a.m. - 5:00 p.m. shall be deemed to be on flextime schedule. Regardless of flextime schedule, there shall be no deviation of forty (40) hours total a single workweek or eighty (80) hours bi-weekly.

II. PRIOR APPROVAL: Division heads are required to seek prior approval through memorandum of request, for any employee to be assigned outside the normal (M-F, 8-5) schedule. This approval by the Administrative Director must be initiated prior to any implementation of a flextime assignment. Once approved, the division is required to provide a copy to the court's Human Resources and Financial Management Payroll Section, which should include names of employees involved, the days of the workweek, the 40 work hours assigned, the days off. All requests shall be renewed per fiscal year for recordkeeping purposes and updating of employee work schedules.

III. EXAMPLES OF CURRENT FLEXTIME SCHEDULES:

A. 5 DAY WORK WEEK, 8 HOURS A WORKDAY

1. Tuesdays through Saturdays (off Sundays & Mondays)
2. Mondays, Tuesdays, Thursdays, Fridays, Saturdays (off Sundays and Wednesdays),

B. 8 HOURS A DAY, WORK HOURS:

1. 10:00 a.m. to 7:00 p.m. (inclusive of 1 hour unpaid meal break)
2. 7:00 a.m. to 4:00 p.m. (inclusive of 1 hour unpaid meal break)
3. 7:30 a.m. to 4:30 p.m. (inclusive of 1 hour unpaid meal break)
4. 4:30 a.m. to 12:30 a.m. (inclusive of 30 minutes paid meal break)
5. 12:00 p.m. to 9:00 p.m. (inclusive of 1 hour unpaid meal break)
6. 2:00 p.m. to 11:00 p.m. (Inclusive of 1 hour unpaid meal break)

C. 4 DAY WORK WEEK, 10 HOURS A WORKDAY

1. Monday, Tuesday, Thursday, Friday (off Wednesdays, Saturdays and Sundays)
2. Tuesday, Wednesday, Thursday, Friday (off Mondays, Saturdays and Sundays)

D. 10 HOURS A DAY, WORK HOURS:

7:00 a.m. to 6:00 p.m. (Inclusive of 1 hour unpaid meal break)

IV. DEFINITION OF COMPRESSED WORK WEEK

A standard compressed workweek in which full-time employees work more than eight (8) hours a day but is equivalent of a complete forty (40) hours workweek, but less than five (5) full work days. Typically, working four (4) days a week with an extra day off.

V. RECORDING REQUIREMENTS:

All employees are required to record their own individual time in and time out on the form prescribed at their division. This bi-weekly form shall also indicate the appropriate leave applicable for any unworked time.

VI. LEAVE APPLICATIONS

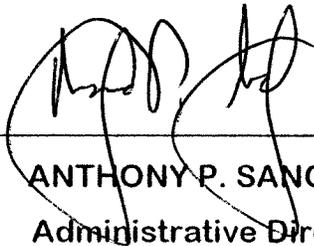
Employees on compressed workweek schedules, i.e. ten (10) hours a day work schedule shall be charged a maximum of ten (10) hours of leave for one full day's absence whenever any type of leave is applicable paid or unpaid.

VII. HOURS WORKED BEYOND ASSIGNED WORK SCHEDULE

Employees who are required to work beyond assigned work schedule (40 hours a week) will be compensated either overtime or straight time or be credited with compensatory time as determined by their qualifying exempt or non-exempt status.

VIII. WHEN DESIGNATED HOLIDAYS FALLS ON THE EMPLOYEE'S DAY OFF

When designated or declared holidays fall on the employee's regular day off the next work day shall be designated as the employee's holiday off. Holiday compensation will be equal to the assigned number of hours the employee is scheduled to work. When the employee is required to report for duty on his/her designated holiday, all time worked shall be considered holiday work and compensation will be in accordance to the holiday pay rate formula of Rule 9.28 of the Personnel Rules and Regulations.



ANTHONY P. SANCHEZ
Administrative Director

January 15, 1998

DATE