

HONOLULU POLICE DEPARTMENT
POLICY
ORGANIZATION, MANAGEMENT, AND ADMINISTRATION

March 27, 2019

Policy Number 2.55

FLEXIBLE WORKING HOURS PROGRAM

POLICY

Elements and employees of the Honolulu Police Department shall be guided by this directive when implementing a flexible working hours program.

The program is designed to:

Provide eligible employees with the opportunity to set their own work hours within specified time limits.

Improve productivity, which ultimately provides better service to the public.

Provide a measure of relief during peak-hour traffic.

PROCEDURE

I. NATURE OF PROGRAM

The flexible working hours program establishes (within specified time limits) individual work schedules as determined by employees and approved by the employer.

II. SCOPE OF FLEXIBLE HOURS

- A. An adequate staff must be present so that regular business hours (0745 to 1630 hours) are not altered and normal services are not curtailed.
- B. Starting times may begin anywhere between 0630 and 0830 hours; therefore, ending times will be between 1515 and 1715 hours.

- C. The following employees may be precluded from participating in this program:
 - 1. Employees who are on scheduled shift work;
 - 2. Employees who must report at a predetermined time and location for transportation to work sites;
 - 3. Employees who work in crew situations where all members of the crew must necessarily start and end work at the same time; and
 - 4. Employees whose work circumstances do not permit deviation from preset working hours.
- D. The operational needs of the individual office shall be the prime consideration in determining whether flexible hours may be authorized. The decision of the element commander shall be final and binding.

III. PROCEDURE

- A. According to the choice of each employee, the element commander may schedule flexible starting times within the established time frames.
- B. The 45-minute lunch period is not affected by this program.
- C. When two or more employees desire the same starting times and all cannot be accommodated, the element commander shall be guided by the following considerations in the order listed:
 - 1. Do the employees belong to a car pool?
 - 2. Can the affected employees work out an arrangement among themselves that is satisfactory to the element and the department?
 - 3. As a final determination, apply the affected employees' seniority within the work location or operation.
- D. Once a final schedule is effected, requests for change(s) in starting time(s) should be minimized.

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1. Whenever necessary, a request for a time change shall be submitted two weeks prior to the anticipated date of change.
2. Any time change must be approved by the element commander.



SUSAN BALLARD
Chief of Police

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board for one week

Policy first issued
March 29, 2002