

**FLEX LOCAL AGREEMENT**  
**CONSUMER INFORMATION CENTER - MADISON**

February 2, 2009

In recognition of Article 6, Section 17, Local 333 in agreement with the Department of Agriculture, Trade and Consumer Protection have established the following Flex Time Agreement involving the Consumer Specialists in the Consumer Information Center located in the Bureau of Consumer Protection's Madison Office.

Article 6, Section 17, Paragraph 2 defines Flex time as " a work schedule structure requiring that all employees be in work status during a specified number of core hours with scheduling flexibility allowed for beginning and ending times surrounding those core hours."

The Union and the Employer agree to implement the following options:

**A. Change of standard hours of work**

1. Office hours are the statutorily mandated hours of 7:45 a.m. to 4:30 p.m.
2. Less than full time consumer specialist core office hours are 9:00 a.m. to 1:00 p.m.
3. Core hours eligible for flex time also includes those hours where alternative work schedules have been approved for deviations from the statutorily mandated hours.
4. With minimum notice to the Employer of 5 work days, an employee may be absent during core hours upon receipt of approval of the request. NOTE: Exceptions to the 5 work day notice may be provided, but should not be the norm. The employee may then flex their schedule to make up that time up to ten (10) hours per work day. The make up time shall be limited to a maximum of two (2) hours per work day between the hours of 6:00 a.m. to 6:00 p.m. Also, it is agreed that requests for flex time may be scheduled no more than 1 month in advance.
5. The time available for occasional flex time may be granted up to 4 hours per month for each represented full time person. Alternatively, half-time employees may be granted up to 2 hours per month. NOTE: the minimum amount of time an employee may request to flex is 30 minutes.
6. Flex-time must be made up within the same week it is used.
7. Both parties agree that flex time will not be available during the weeks where a legal holiday identified under 13/9/1 of the contract is observed.
8. Flex time will be available for request on a first come, first served basis. If more than 1 request is received by the supervisor by 4:30 p.m. on any work day requesting the same flex-time date and all requests cannot be approved, the following steps will be utilized in determining which employee(s) will be granted use of flex-time on the requested date: