

**AN ORDINANCE AMENDING SECTION 125.065 OF CHAPTER 125 OF THE MUNICIPAL CODE OF THE CITY OF WARRENTON, MISSOURI REGARDING FLEX TIME**

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF WARRENTON MISSOURI, AS FOLLOWS:

SECTION I: Section 125.065 of the Municipal Code of the City of Warrenton, Missouri, is hereby amended by deleting subsection (H) and inserting the following in lieu thereof:

**SECTION 125.065 FLEX TIME**

H. In lieu of designated flex time, Department Head Employees may choose to adopt flexible scheduling. Prior to January 31st of each calendar year, the Department Head shall make the determination for flexible scheduling of their work hours in lieu of flex time for the upcoming calendar year. This determination may not be changed until January 1 of the following calendar year. Work hours may be varied during the course of the workweek provided that the necessary workload is completed to the Director of Operations' satisfaction. Hours worked outside the normal business day and outside the normal work location may be considered by the Director of Operations. Flexible scheduling does not allow complete workdays to be taken off which would require the use of other available hours such as personal, sick, or vacation time. The Director of Operations must be notified and approve the flexible scheduling and operations of the department affected will always be given priority consideration. Abuse of flexible scheduling or negative impact on departmental operations will result in cancellation of flexible scheduling for that employee.

SECTION II. All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed.

SECTION IV. This Ordinance shall take effect and be in full force from and after passage and approval thereof.

READ TWO TIMES AND PASSED by the Board of Aldermen of the City of Warrenton, Missouri, this 17<sup>th</sup> day of January, 2017.

  
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President of the Board of Aldermen

APPROVED BY THE MAYOR of the City of Warrenton, Missouri, this 17<sup>th</sup> day of January, 2017.

E.W. Schleuter  
Mayor

ATTEST:

Melody Rugh  
City Clerk