



# City of Methuen

## Office of the Mayor

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William M. Manzi, III  
*Mayor*

BY HIS HONOR

WILLIAM M. MANZI, III  
MAYOR

EXECUTIVE ORDER NO. 017-2009 (AMENDED & EXTENDED)

Flex Time For Certain City Employees

I, William M. Manzi, III, Mayor of The City of Methuen, by virtue of the authority vested in me as Chief Executive Officer hereby promulgate the following rules regarding employee flex time:

1. Members of the Local 3699 of the American Federation of State, County and Municipal Employees, AFL-CIO Units A & B and Members of the Methuen Middle Management Association and all Department Heads may be allowed to use up to 3.5 hours a week as flex time during Fiscal Year 2011.
2. The 3.5 hours must be used during the week it accrues and may not be banked or otherwise carried forward unless the Mayor or Department Head determines that there is a need for an employee to work a full week due to the demands of their department. If such a determination is made, then the employee may carry his or her flex time forward. All flex time must be used by the end of FY11 and thus may not be carried forward into FY12.
3. Employees may use flex time alone or combined with any other time that they may have accrued such as vacation, sick, personal or comp time. Employees will not lose their flex time due to holidays, being out sick, or taking vacation days.
4. If an employee takes a full week of vacation, he or she may still use their flex time and will only be charged 31.5 hours of vacation time.
5. The approval and management of flex time hours is entirely in the purview of City Department Heads and/or the Mayor who will grant flex time hours based on staffing levels and other management prerogatives.

Given this first day of July, 2010.

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William M. Manzi, III  
Mayor