

Flextime and Core Hours

Flextime is an arrangement that allows employees to alter the start and end times of his/her workday around the normal office schedule of 8am to 5pm as long as they are at work during the Firm's designated "Core Hours." Core hours are defined as a fixed block of time when employees are expected to be working on their scheduled days. The Firm defines core hours as 9:00am to 4:00pm. EST.

- Flextime does not reduce the total number of hours worked in a given week.
- Flextime and core hours do not apply to employees working a reduced schedule, part-time, seasonal or to interns as their schedules are determined on a case-by-case basis.

Guidelines

1. A flextime schedule is not appropriate or available for all positions, all employees or in all settings. Business and client needs, as well as coverage requirements, will come first.
2. A flextime schedule should not negatively affect the workload or productivity of coworkers either by shifting burdens or creating delays or additional steps in the workflow.
3. Employees are expected to be available and attend internal and client meetings, office meetings, events, and activities scheduled before or after the core hours if required. For example, you may need to be at a client's office at 8am for a meeting even if you don't normally come in until 9am.
4. Employees should update their status on Skype and the EIO Board each day so that partners, directors, managers, receptionists and your coworkers know when you are expected at work.