

EMPLOYEE WORK HOURS POLICY

POLICY NUMBER: 100-04	EFFECTIVE DATE: 3/8/2010	APPOINTING AUTHORITY APPROVAL: 
REPLACES POLICY DATED: 3/23/2009	AUTHORITY: Fair Labor Standards Act; Ohio Constitution, Article II, section 34(a); ORC 4111.14	

I. PURPOSE

The Department of Administrative Services (DAS) is committed to providing its customers effective service, support and solutions in a timely manner. It is the policy of DAS to schedule most full-time staff during regular business hours, Monday through Friday. DAS also conducts special operations for certain customers during evening and night time hours and on weekends and holidays. This policy provides the guidelines for determining the work schedules of both exempt and bargaining unit employees.

II. POLICY

A. EXEMPT and BARGAINING UNIT EMPLOYEES

1. All DAS full time exempt and bargaining unit employees working first shift will be scheduled Monday through Friday of each week. In the case of six (6) or seven (7) day operations, work schedules may be other than Monday through Friday. Part-time and other non-full time or non-permanent employees, including college interns and intermittents, will be scheduled based on business needs.
2. All full-time permanent exempt and bargaining unit employees will be scheduled to work 8 hours per day, and a standardized schedule must be established.
3. Each employee is to be scheduled for either an unpaid one (1) hour or one-half (1/2) hour meal break as approved by his/her supervisor. A minimum of a half (1/2) hour meal break is required for all employees.
4. Business operational hours for DAS are 8:00 a.m. to 5:00 p.m., Monday through Friday and adequate staffing must be maintained during these hours.
 - a. All full time permanent exempt and bargaining unit employees working the first shift will be present during the core hours of 9:00 a.m. to 4:00 p.m. (except as may be modified under Section II-A-6)
 - b. "Core hours" are defined as the hours employees are scheduled to be present on the job, regardless of start time or end time (unless leave is preapproved).

- c. No employee shall have a start time earlier than 7:00 a.m. (Employees on approved travel status may start earlier based on travel requirements.)
 - d. No employee shall have an end time later than 6:00 p.m.
 - e. An employee's start and end work time may be established at the discretion of the supervisor based on business need and in conformance with subsections a., c. and d. above (and consistent with collective bargaining agreements where applicable).
5. DAS exempt and bargaining unit employees working the second or third shift will be present during the appropriate core hours established (except as may be modified under Section II-A-6)
- a. "Core hours" are defined as the hours employees are scheduled to be present on the job, regardless of start time or end time (unless leave is preapproved).
 - b. The "core hours" established for second shift employees are 4:00 p.m. to 10:00 p.m.
 - c. The "core hours" established for third shift employees are 12:00 a.m. to 6:00 a.m.
 - d. An employee's start and end work time may be established at the discretion of the supervisor based on business need and shall include the appropriate "core hours" established in subsections b. and c. above (and consistent with collective bargaining unit agreement where applicable).
6. Alternate Schedules
- a. A manager's first obligation, with regard to employee work schedules, is to ensure the department is adequately staffed to perform all business and administrative functions for both internal and external customers during core and non-core business hours. Before approving an alternative schedule, the manager must determine that this obligation will still be met.
 - b. Alternative work schedules are a benefit, not a right, and may be cancelled or modified at DAS' discretion at any time.
 - c. At a manager's discretion, an employee typically assigned to work five eight-hour days each week may periodically be allowed to "flex" his or her work schedule.
 - With advanced approval, an employee may work on any given day during their regular work week, his or her typical number of hours at times which differ from the employee's normal work hours.

- With advanced approval, an employee may work different number of hours on different days so long as the employee completes a forty hour schedule that week.
 - With advanced approval, an employee may, during any given week, work from 8 to no hours on one day that week. The missed hours must be made up on one or more other days within the same week or appropriate Request for Leave submitted.
 - With supervisor approval, overtime exempt employees may flex their work schedule over a two week period. The two weeks must be within the same pay period.
- d. A permanent alternative forty hour schedule, that varies from the established core hours may be requested by a manager and must be approved by the DAS HR Administrator.
- The manager must be certain that supervisory personnel have established means of assuring employee productivity during non-core hours.
 - The manager must demonstrate to the HR Administrator that core work hours will be adequately covered and customer needs will be adequately met after the implementation of the permanent alternative schedule.
 - A record of permanent modifications authorized to a five day per week employee's start and/or departure time should be provided to the DAS HR Administrator.
- e. A "compressed workweek" may be requested by a manager and must be approved by the DAS HR Administrator.
- "Compressed workweek" is defined as routinely working a schedule of four 9-hour days and one 4-hour day or four 10-hour days.
 - The manager must be certain that supervisory personnel have established means of assuring employee productivity during non-core hours.
 - The manager must demonstrate to the HR Administrator that core work hours will be adequately covered and customer needs will be adequately met after the implementation of the compressed workweek schedule.
 - Managers must demonstrate how a specific business process or purpose is advanced by the proposed compressed workweek schedule. Examples of process or purpose would include

schedules which limit overtime use, advance recruitment or retention objectives or increase productivity.

- Elimination of Monday or Friday from the workweek will be carefully scrutinized to assure customer service objectives are met.
 - Requests can be for an individual employee or a small group of similarly-situated employees.
- f. By the date established by the manager and at least annually, the HR Administrator will review the approved compressed workweek schedule or permanent alternative forty hour schedule and confirm that a DAS business process or purpose is being advanced by its continuation.
7. No other variations to an employee's core work schedule will be permitted unless approved by the Director of DAS.
8. All leave requests for vacation, personal or compensatory time usage must be approved by the employee's supervisor before leave is taken, unless an emergency or medical situation precludes prior approval. Documentation may be required. (see DAS Policy 100-02 for more information)
9. "Cost Savings Days," for eligible exempt employees, shall be taken in accordance with statute or policy and, for eligible bargaining unit employees, in accordance with Article 36.11 of the bargaining unit agreement.
10. When attending training required by the department, the training schedule will be adopted for the day. If the training session does not cover the employee's total work shift, arrangements must be made with the supervisor concerning leave usage, or the employee must return to work.
11. Senior management team is defined as the Director of DAS and the director's senior team members, and the division deputy directors and their senior team members. Members of the senior management team may be required to work before or after the agency core work hours. In order to accommodate this need, senior management team is permitted flexibility in their start and end times on a daily basis as agency/division business needs dictate.

B. REQUIRED RECORDS of ACTUAL HOURS WORKED

1. In accordance with federal Fair Labor Standards Act requirements and state requirements, the following timekeeping information will be maintained by all exempt and bargaining unit employees.
- a. The employee must account for and record all hours worked, any leave taken and unpaid meal breaks for each day worked on the *Employee Work Hours Record* form or as approved using Kronos (or other approved time keeping system).

- b. *Employee Work Hours Record* form, if required, shall be completed by the employee each workday and submitted to the relevant supervisor not later than the employee's last scheduled workday of the pay period. The employee is responsible for ensuring the form is accurate and submitted in a timely manner.
 - c. No entries or changes to work hours should be made directly in the OAKS timesheet, unless the employee is non-full time, i.e. college intern, intermittent, part-time or employee not on a set schedule.
2. Submissions of time by an employee in the OAKS time and labor system must be approved by his/her supervisor each pay period.
 3. Employees and supervisors are responsible for verifying the accuracy of the employee's record.
 4. *Employee Work Hours Record* forms will be maintained in a file by the supervisor. These forms are required to be maintained for at least three years following the last date the employee was employed.

C. EMPLOYEE WORK HOURS RECORD FORM

1. Employee records times when working by entering "Start Time," "End Time" and any other "In" and "Out" times as appropriate for each day (e.g. lunch, etc.).
2. Total actual time at work is calculated on the "Total Hours Worked" line for each day and is rounded to the nearest one-tenth of an hour.
3. Any leave time used and/or flex-time earned or used is entered on the appropriate line of the Work Hours Record form.
4. Any comp-time earned, overtime worked and/or unclaimed hours (overtime exempt employees only) used are entered on the "CompTime/OT/UN" line.
5. "Total Hours Scheduled" line is calculated. The time on this line should equal 8.0 hours for each day (except for college interns, intermittent, part-time or employees not on a set schedule) and should match the total hours in the employee's OAKS timesheet.
6. Weekly sub-totals for "Total Hours Worked" and "Total Hours Scheduled" on an employee's Work Hours Record form may vary from the sum of the daily total hours shown because "Total Hours Worked" is rounded to the nearest tenth of an hour. A variation of up to +/- 0.3 of an hour in this case is considered de minimis.

D. COMPENSATORY TIME and OVERTIME ACCRUAL

1. All hours to be worked by an eligible employee for which comp time and/or overtime will be accrued, must be approved in advance by the supervisor.

2. All employees required to work over 40 hours in one week are to be granted overtime (if applicable) or comp time. Overtime exempt employees will be granted comp time on an hour for hour basis.

III. REVISION HISTORY

Date	Description of Change
1/06/2008	Original Policy Effective
5/05/2008	Revised for 2 nd and 3 rd shift core hours; FLSA records requirements
3/23/2009	Revision of section II-C-1; Update time period <i>Employee Work Hours Record</i> forms are to be maintained in a supervisor’s file; Add section II-A-6, Alternate Schedules; Delete 2 hour “float” time; Add section II-A-9, Cost Savings Days.
3/08/2010	Revision in section II-A-4-c; Revision in section II-A-6-c, Establish overtime-exempt employees two-week flex-time period; Revisions in section II-B-1, No entries or changes to be made directly in OAKS; Add section II-C “Employee Work Hours Record Form”.



Department of Administrative Services
Employee Work Hours Record

Employee: _____ Enter Name
Division: _____ Enter Division or Office

Pay Period Ending: _____

Week 1 of Pay Period

Overtime Exempt (Y/N): N

Weekday:	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Week 1 Sub Totals
Date:								
Start Time:	In							
	Out							
	In							
	Out							
	In							
	Out							
Total Hours Worked	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Leave Hrs. Used	Type*							0.0
Flex-time (Earn-Use)	E / U							0.0
Total Hours Scheduled	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
CompTime / OT / UN	C/O/UN							0.0

Week 2 of Pay Period

Weekday:	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Week 2 Sub Totals
Date:								
Start Time:	In							
	Out							
	In							
	Out							
	In							
	Out							
Total Hours Worked	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Leave Hrs. Used	Type*							0.0
Flex-time (Earn-Use)	E / U							0.0
Total Hours Scheduled	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
CompTime / OT / UN	C/O/UN							0.0

Leave Codes: * Leave Type: S = sick; V = vacation; P = personal; C = comp time; H = holiday; F = FMLA; B = bereavement; J = jury duty; M = military;
 CSD = cost savings days; VCS = voluntary cost savings; O = other
 C/O/UN Codes: CompTime/OT/UN Type: C = CompTime accrued; O = Overtime worked; UN = Unclaimed hours worked (O.T. Exempt ONLY)

I certify the above to be a true and accurate accounting of hours worked.

Employee Signature: _____

Supervisor Signature: _____

Guidelines for Completing the "Employee Work Hours Record"

1. Enter "Pay Period Ending" date; Name; Division or Office
2. For "Overtime Exempt (Y/N):" Enter a "Y" if you are an overtime exempt employee.
Enter an "N" if you are not overtime exempt.
3. For each workday, enter the appropriate "In" and "Out" times.
4. Enter any appropriate leave time taken on the "Leave Hr. Used" line and enter the appropriate code in the "Code Type" box.
Leave codes to use are listed in the codes box at the bottom of the form.
For more than one (1) leave type used in the same day - add the time for each leave type and enter the sum. For the leave type, enter the code for each leave used, separated by a comma. (e.g. V,P,C)
5. Enter any flex-time earned or used on the "Flex-time (Earn-Use)" line.
When flex-time is earned, enter an "E" in the code type box next to the time entered.
When flex-time is used, enter a "U" in the code type box next to the time entered.
Any flex-time earned during a week **must** be used in that same week, therefore the "Flex-time (Earn-Used)" line should always total "**0.0**" at the end of the week. (Time earned and time used must offset.)

If a code is missing for a particular day when time is earned or used, "NEED CODE" will appear in the week total column.

Note: With supervisor approval, overtime exempt employees may earn/use flex-time over the 2 week pay period, instead of in the same week. "Flex-time (Earn-Used)" must offset at the end of the second week in the pay period.
The "Flex-Time Status" (lower right corner of the excel form) must show "0.0" at the end of the pay period.
6. On the "Comptime/OT/UN" line, enter any comp-time earned, overtime worked or, in the case of overtime exempt employees, any time worked over 8 hours during a day that will be "unclaimed".
Codes to use are shown in the codes box at the bottom of the form.
If a code is missing that is needed for a particular day, "NEED CODE" will appear in the week total column.
7. **IMPORTANT:** For full-time permanent employees, the hours shown on the "Total Scheduled Hours" line **MUST EQUAL 8.0** for each workday. (Exception would be intermittent employees, part-time employees and college interns.)
If the total on this line is less than 8.0 for any day, the difference must be accounted for by leave time or flex-time used.
If the total on this line is more than 8.0, it must be reduced by flex-time earned, comp-time earned, overtime worked or unclaimed hours worked (overtime exempt employees only).
Goal: Eliminate the need to modify the OAKS timesheet but have both records match.
8. Weekly sub-totals for "Total Hours Worked" and "Total Scheduled Hours" may vary from the sum of the daily total hours shown because "Total Hours Worked" is rounded to the nearest tenth of an hour. A difference of up to +/- 0.3 hours for these sub-total calculations is considered de minimis.