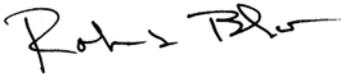




## Employee Work Hours Policy

POLICY NUMBER: 100-04	EFFECTIVE DATE: 10/1/2015	APPOINTING AUTHORITY APPROVAL: 
REPLACES POLICY DATED: 3/29/2012	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.

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## II. POLICY FOR EXEMPT AND BARGAINING UNIT EMPLOYEES

### 1.0 Standard Work Week

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.

### 2.0 Standard Work Hours

2.1 FIRST SHIFT OPERATIONAL HOURS: 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.

2.1.1 “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). 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 modified according to other provisions of this policy).

2.1.2 Start and End Time: No employee shall have a regular start time earlier than 7:00 a.m. nor later than 9:00 a.m. No employee shall have a regular end time earlier than 4:00 p.m. nor later than 6:00 p.m. Employees on approved travel status may start earlier or end later based on travel requirements.

2.2 SECOND AND THIRD SHIFT OPERATIONAL HOURS: Core hours and employee start and end times will be set according to operational need.

2.3 SHIFT LENGTH: Except as otherwise permitted by this policy, 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. For information on alternative schedules, see section 5.0 Alternative Schedules.

2.4 MEAL PERIODS: Employees are generally expected to take a meal period each work day. Unless mutually agreed otherwise, no employee will be required to take less than 30 minutes or more than 1 hour for a meal period. Meal periods should be scheduled near the midpoint of the shift. Employees shall not normally be required to work during their meal period. Those employees, who by the nature of their work, are required by their supervisor to remain in an on duty status during their meal period shall have that time counted as hours worked.

### **3.0 Start-Time Windows**

Start time windows are pre-determined periods of time or “windows” in which employees are allowed to report to work and be considered on time.

- 3.1 **OPERATIONAL FEASIBILITY:** Except in work units where flexible start times are not operationally feasible, managers and supervisors are encouraged to offer up to a half hour start-time window, within the core hours, in which to report to work. Employees who utilize their start-time window are still expected to work their normally scheduled duration (e.g. 8 hours). Managers and supervisors that must maintain continuous phone coverage, or maintain production, or security services are not required to participate in start-time windows.
- 3.2 **APPROVAL PROCESS:** The Human Resources Administrator, in consultation with the department manager, has final authority of whether start-time windows will be offered for an individual, group or groups of employees. The decision shall be final and is not grievable or otherwise challengeable. Employees who arrive later than their start-time window are considered tardy and may be subject to discipline.
- 3.3 **APPLICABILITY OF TARDY POLICY:** The tardy policy is applicable to employees with approved start-time windows. See Policy 100-02 for more information.

### **4.0 Flexible Time**

At a supervisor’s discretion, an employee may periodically be allowed to “flex” his or her work schedule. Overtime eligible employees may flex within a work week. Overtime exempt employees may flex within in a pay period.

### **5.0 Alternative schedules**

A permanent alternative forty hour schedule that varies from the established core hours may be requested by a manager on behalf of an employee or work unit due to operational considerations. Such requests should not harm business operations or disrupt the schedule of other employees solely for the benefit of the requesting employee. All requests shall be submitted to the DAS Human Resources Administrator who shall approve or deny alternative schedule requests in writing.

- 5.1 **COMPRESSED WORK WEEK:** An alternative schedule may include a “compressed workweek” which is defined as routinely working a schedule of four 9-hour days and one 4-hour day or four 10-hour days, for example.
- 5.2 **CANCELLATION:** An alternative schedule may be suspended or cancelled at any time based upon an articulated rational business need which will be communicated to the impacted employee(s). A supervisor will give his or her best efforts to provide at least two weeks prior written notice of

suspension/cancellation in writing. Less notice may be given in an emergency or where two weeks prior written notice is not operationally feasible. The employee may not appeal suspension/cancellation of a compressed work week schedule.

**6.0 Time Reporting**

Each employee is required to complete the Employee Work Hours Record with accurate start times, end times and any other “in and out” times, including, but not limited to, meal periods. The total actual time worked is calculated on the “total hours worked” line for each day and is rounded to the nearest one-tenth of an hour. Any leave time used, including flex-time earned or used shall be entered on the appropriate line. Compensatory time, overtime worked and/or unclaimed hours (overtime exempt employees only) shall be entered on the appropriate line.

**7.0 Companion Policies**

DAS has policies regarding earning of compensatory time and overtime. Please refer to applicable policies at the Policy table of contents page found at: <http://www.das.ohio.gov/Divisions/AdministrativeSupport/EmployeeServices/DASPolicies.aspx>

**8.0 Standby Pay, Call Back Pay and Report Pay**

OCSEA and SEIU/1199 bargaining unit employees have certain premium pay entitlements when ordered to be available for call back to work, are called back to work, or are told not to report to a regularly scheduled shift. Please refer to Article 13 regarding OCSEA and Article 43 for SEIU/1199.

**III. REVISION HISTORY**

Date	Description of Change
1/06/2008	Original Policy Effective
5/05/2008	Revised for 2 <sup>nd</sup> and 3 <sup>rd</sup> 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”.
3/29/12	Revision 6 e compressed work week; elimination of reference to cost savings days in section f 9
10/1/2015	Major revision; add flexible start; revise alternative schedules; add meal periods