



EMPLOYEE WORK HOURS POLICY

POLICY NUMBER: 100-04	EFFECTIVE DATE: 1/6/2008	APPOINTING AUTHORITY APPROVAL: <i>T. Lynn Quinn</i>
REPLACES POLICY DATED: New Issue	AUTHORITY:	

I. PURPOSE

The Department of Administrative Services (DAS) is committed to providing its customers effective service, support and solutions in a timely manner. The largest share of DAS business occurs during regular day time business hours Monday through Friday. It is the policy of DAS to facilitate the scheduling of full-time staff to be present Monday through Friday to maximize availability to the customer base. DAS also conducts special operations for certain customers during evening and night time hours and on weekends and holidays. It is the policy of DAS to schedule employees to serve these customers based upon business needs. 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 employees, including college interns and intermittents, will be scheduled based on business needs.
2. All employees will be scheduled to work 8 hours per day, and a standardized schedule should be established.
3. Each employee is to take either an unpaid one (1) hour or one-half (1/2) hour meal break as approved by their supervisor. A minimum of a half (1/2) hour meal break is required for all employees.
4. With advanced approval from their supervisor, an employee may "float" up to two (2) hours on one occasion during the work week.
 - a. Time floated shall be made up in the same week, e.g. if employee has approval to leave 2 hours early, then two hours will need to be worked to make up the time by either coming in earlier, taking a shorter meal break, working later, etc. that same week. The employee must still take at least a half (1/2) hour meal break.
 - b. This floating of time can take place only one time per work week.

EMPLOYEE WORK HOURS POLICY 100-03

5. DAS full time 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.
 - 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. No employee shall have a start time earlier than 7:00 a.m.
 - c. No employee shall have an end time later than 6:00 p.m.
 - d. 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 b and c above, and consistent with collective bargaining unit agreement where applicable).
6. DAS exempt and bargaining unit employees working the second or third shift serve diverse customers with various scheduling needs.
 - a. No "core hours" are established for second and third shift employees.
 - b. Work day schedule and hours will be established based on business need and in compliance with collective bargaining agreements where applicable.
 - c. Work schedules for six (6) or seven (7) day operations may be other than Monday through Friday.
7. No other variations to an employee's 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.

B. SENIOR MANAGEMENT TEAM

1. All DAS employees working first shift will be scheduled Monday through Friday of each week. Senior management team is permitted flexibility in their start and end times on a daily basis as the agency/division business needs dictate, but are subject to agency core work hours.
2. 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.

III. REVISION HISTORY

Date	Description of Change
1/06/2008	Original Policy Effective