

DEPARTMENT OF NATURAL RESOURCES

Administrative Policy No: 17

EFFECTIVE DATE: JULY 15, 2015

SUBJECT: USE OF ELECTRONIC CALENDARS

AUTHORIZATION: STEPHEN CHUSTZ, SECRETARY

I. POLICY

The Department of Natural Resources (DNR) requires that all employees use and timely update the Outlook Calendar for purposes of reflecting their availability for meetings and other events.

II. PURPOSE

This policy promotes efficiency of scheduling and time utilization by requiring use of the electronic Outlook Calendar to communicate daily activities and availability. Compliance with the requirements of this policy will reduce the time needed to determine the availability of staff for purposes of scheduling meetings and other activities.

III. APPLICABILITY

This policy applies to all DNR employees.

IV. PROCEDURE

1. Outlook classifies time periods on the calendar as follows:
 - Free
 - Tentative
 - Busy
 - Out of Office
2. Business appointments:
 - Business appointments within the LaSalle Building are to be entered in the Outlook Calendar and the time periods therefor shown as "Busy".
 - Business appointments away from the LaSalle Building are to be entered in the Outlook Calendar and the time periods therefor shown as "Out of Office".

- Time periods entered in the Outlook Calendar for business appointments which require travel away from the office are to include travel time to and from the meeting.
 - Employees are encouraged to set an "Out of Office Reply" for appointments that require travel away from the office or are of long duration.
3. Scheduled annual, sick and other leave:
- All pre-planned and approved leave is to be entered in the Outlook Calendar and the time periods therefor shown as "Out of Office" using a personal appointment. Additionally, employees are to set an "Out of Office Reply" stating the planned return date/time.
4. Unscheduled annual, sick and other leave of more than four (4) hours:
- The employee, supervisor or other designated person granted access to an employee's Outlook Calendar should enter the applicable time periods as "Out of Office" using a personal appointment.
5. Employees authorized to work less than the customary five-day work week are required to mark the designated day/time off using the "Out of Office" status.
6. Employees are required to promptly accept or decline any Outlook Calendar meeting request/appointment and use the option "Send Response Now" to notify the meeting organizer. If a meeting is declined because an employee inadvertently failed to enter the time period for a previously scheduled activity, that time period immediately should be blocked to facilitate the rescheduling of the meeting.
7. Time shown on an employee's Outlook Calendar as "Free" will be assumed to be available for scheduling a meeting or appointment.

V. RESPONSIBILITY

All employees are responsible for complying with the requirements of this policy. Since failure to do so necessarily will waste work time and impair others' ability to schedule required meetings and appointments, corrective action will be imposed for repetitive violations.

VI. EXCEPTIONS

Exceptions to the requirements of this policy require the express approval of the Secretary.

VII. QUESTIONS

Questions regarding the application of this policy should be addressed to the Undersecretary. Technical questions regarding use of the Outlook Calendar should be addressed to the IT Help Desk.



STEPHEN CHUSTZ, SECRETARY
7/15/15

DATE

INITIAL ISSUE DATE: 08/08

REVISION DATE: 07/15