DEPARTMENT OF NATURAL RESOURCES

Human Resources Policy No. 1

EFFECTIVE DATE: **FEBRUARY 17, 2016**

SUBJECT: **WORK HOURS/SCHEDULES**

AUTHORIZATION: **THOMAS F. HARRIS, SECRETARY**

I. POLICY

The Department of Natural Resources (DNR) has identified alternative work hours and work schedules that provide maximum accessibility of staff and resources to the public and, at the same time, enhance employee morale and maximize the potential for recruitment/retention of quality employees. Employees may request to deviate from the Traditional Work Schedule. Such requests will be considered on a case-by-case basis and may be approved upon determination that the preferred work schedule enhances the availability and quality of service to the public and has no impact upon DNR's operations.

Employees must understand that not all positions are subject to alternative work options. In evaluating requested alternative work hours or work schedules, an appointing authority must consider staffing needs, supervision, workload, work flow, work quality and satisfaction of the section's work mission. Business necessity and the efficient utilization of resources must take precedence over personal preferences. There inevitably will be requests for alternative work hours or work schedules that will be denied due to business needs. Employees therefore should not view alternative work hours/schedules as a right but rather, a privilege which may be granted upon thoughtful consideration of a multitude of factors by their appointing authority.

An appointing authority may approve alternative work hours or work schedules only within the parameters authorized by this policy. Additionally, an appointing authority may rescind a previously authorized alternative work schedule upon determining that the option selected has adversely impacted DNR's operational needs.

II. PURPOSE

This policy sets forth the alternative work hours and work schedules available to DNR employees, and permits employees to offer input to supervisors in determining their work hours and work schedules.

III. APPLICABILITY

This policy applies to all Offices within DNR and to all DNR employees except those serving at the level of Division Director or above. Such management level employees are required to work five 8-hour days but may, in accordance with the limitations herein, be permitted to choose alternative work hours other than the traditional work schedule of 8:00 a.m. through 4:30 p.m.

IV. WORK HOURS/SCHEDULES

1) Traditional Work Schedule – The employee is scheduled to work from 8:00 a.m. - 4:30 p.m., Monday through Friday, with a 30 minute meal period, for a total of forty hours per week.

   As an alternative, the five 8-hour days may commence as early as 7:00 a.m. and extend through no later than 5:30 p.m. The departure time will depend upon the arrival time and meal period selected.

2) Alternative Work Schedules:

   a) 4-10 Schedule – The employee is scheduled to work four 10-hour days for a total of forty hours per week. The regular day off must be the same each week, either Monday or Friday; however, supervisors opting for this schedule must be off on Friday.

   b) 9-4 Schedule – The employee is scheduled to work four 9-hour days, plus one 4-hour day for a total of forty hours per week. The 4-hour day must be the same each week.

   c) 9-8 Schedule – The employee is scheduled to work four 9-hour days in one week of the payperiod (36-hour week) and four 9-hour days, plus one 8-hour day in the other week of the same payperiod (44-hour week). The day off and 8-hour day must be the same each week. This option, due to overtime considerations, is available only to employees who are classified as exempt under the Fair Labor Standards Act.

   NOTE: Alternative work schedules are not permitted during work weeks which include a legal or proclaimed holiday. See Section VII below.

V. REQUIREMENTS

1) Appointing authorities are responsible for evaluating and approving work hours/schedules that ensure adequate office coverage and quality public service. Additionally, appointing authorities must ensure that supervisory personnel are present throughout the permissible work hours authorized by this policy.

2) Employees opting for or required to work five 8-hour days may not regularly start work earlier than 7:00 a.m. nor end the workday later than 5:30 p.m.

3) Employees are required to designate, in writing, the work hours/schedule preferred in accordance with the alternatives authorized by this Policy. If approved, such work hours/schedule will be honored until changed with supervisory approval. Any change to an employee's work hours/schedule will commence on the first day of the pay period following approval.

4) Work Week – All full-time employees, except those authorized to work a 9-8 Schedule, are required to work a forty-hour work week which commences at 12:00 a.m. Monday and extends through 12:00 p.m. midnight the following Sunday.

5) Work Hours –

   a) No employee may be regularly scheduled to work more than ten hours in one day (unless pre-authorized to work overtime);

   b) No employee authorized to work an Alternative Work Schedule may regularly start work earlier than 6:30 a.m. nor end the work day later than 6:00 p.m.;

   c) The work day selected can begin and end on any quarter-hour, half-hour or hour;

   d) The end of the work day shall be dependent upon the duration of the meal period selected.

6) Office Core Hours – Hours that each section must be open, staffed and fully operational to provide complete service to the public. These hours are 8:00 a.m. through 4:30 p.m., Monday through Friday. During these hours, each section must be sufficiently staffed to ensure that telephones are answered and customer needs properly addressed.

7) Employee Core Hours – Hours that an employee must be scheduled to work on regular work days. These hours are 8:30 a.m. through 3:30 p.m.

8) Off Days – Supervisory level employees who are authorized to work an alternative work schedule are required to be off on Fridays. Staff level employees who are authorized to work an alternative work schedule may request Monday or Friday as the recurring day off, with coverage of the section being the primary concern at all times.

9) Meal Period – Employees have the option of a 30, 45 or 60 minute meal period. This meal period, regardless of the duration selected, will commence no earlier than 11:00 a.m. nor later than 1:00 p.m., although workload and deadline considerations may occasionally require flexibility of the time the meal period commences. Since employees are afforded this option, they are required to honor the duration selected.

10) Break Periods – The 15 minute morning and afternoon break periods are a privilege – not a right. Such periods are counted as hours actually worked and may be taken, workload permitting, with supervisory approval. If an employee is unable, for whatever reason, to enjoy an authorized break period, he/she is not permitted to "bank" the time for use at a later date, to justify a tardiness occurrence, to extend the lunch break or shorten the work day.

11) Modifying Work Schedules – The work hours/schedule selected and approved will be maintained for a minimum of six months. Occasional, temporary modifications may be permitted with prior supervisory approval.

VI. TARDINESS

DNR recognizes that employees, on occasion, may be delayed in reporting for work due to personal needs, heavy traffic, inclement weather, etc. As a courtesy, and with supervisory approval, employees who are late for work up to a maximum of twelve (12) minutes may extend the workday by a like period of time, thus avoiding the need to utilize leave. For any tardiness occurrence greater than twelve minutes, the employee must take leave for the duration of the tardiness occurrence.

Regular and recurring tardiness occurrences adversely impact employee morale and workplace operations. Therefore, supervisors have discretion to disallow utilization of the twelve-minute grace period authorized by this policy by employees who are recurringly late in reporting for duty. Supervisors also have the discretion to approve leave or place an employee in leave without pay status for any period of tardiness. Additionally, if tardiness becomes problematic, supervisors, in consultation with Human Resources, have the option of changing an employee's work schedule.

VII. HOLIDAYS

Legal and proclaimed holidays occasionally occur on the scheduled day off of those employees authorized to work an alternative work schedule. Appointing authorities are required to convert all employees' work schedules to five 8-hour days during each week which includes a legal or proclaimed holiday. During such weeks, all employees are off from work on the holiday as scheduled.

VIII. CAVEAT

It is not possible for every DNR employee to be authorized the work hours/schedule he/she desires; however, supervisors will attempt to honor work hour/schedule requests to the extent possible. Employees are reminded that they may be required to modify their work hours/schedule due to operational needs. Similarly, employees are reminded that they may be required to work beyond designated duty hours, on holidays and on weekends.

IX. EXCEPTIONS

This policy permits employees to request preferred work hours and work schedules. In accordance with the requirements and limitations of this policy, appointing authorities have the discretionary authority to approve or deny such requests. Exceptions to this policy are limited and require the express, written approval of the Secretary.

X. QUESTIONS

Questions regarding this policy should be addressed to the Human Resources Division.

THOMAS F. HARRIS, SECRETARY

2/18/2016

DATE

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INITIAL ISSUE DATE: **09/99**

REVISION DATES: **08/00; 05/01; 09/04; 05/05**
07/05; 02/13; 04/15; 02/16

WORK HOURS/SCHEDULE

Employee Name: _____ **Position:** _____

Section: _____ **Supervisor:** _____

REQUESTED ALTERNATIVE WORK HOURS/SCHEDULE:

_____	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time					
Lunch (30-45-60)	☐ 30 ☐ 45 ☐ 60	☐ 30 ☐ 45 ☐ 60	☐ 30 ☐ 45 ☐ 60	☐ 30 ☐ 45 ☐ 60	☐ 30 ☐ 45 ☐ 60
End Time					
Hours Worked					

SECOND WEEK	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time					
Lunch (30-45-60)	☐ 30 ☐ 45 ☐ 60	☐ 30 ☐ 45 ☐ 60	☐ 30 ☐ 45 ☐ 60	☐ 30 ☐ 45 ☐ 60	☐ 30 ☐ 45 ☐ 60
End Time					
Hours Worked					

- This schedule is approved to begin on _____ (must be first day of a pay period)
- I understand that this schedule may be modified or rescinded by my appointing authority to satisfy operational needs and that workweek of five 8-hour days is required during weeks including a legal or proclaimed holiday
- I understand that the limitations and requirements of this policy apply and are controlling

_____ _____
Employee Date

_____ _____
Supervisor/Manager Date

_____ _____
Division Director Date

_____ _____
Appointing Authority Date

EXCEPTION: This schedule is a deviation from the traditional and alternative work hours/schedule authorized by this policy. Support documentation is attached. This requested schedule may be approved only by the Secretary.

☐ Approved ☐ Denied

_____ _____
Secretary Date