Department of Natural Resources

Administrative Policy No.	17
Effective Date:	August 1, 2008
Subject:	Use of Electronic Calendars
Authorization:	R.S. 36:353

I. Purpose:

The purpose of this policy is to promote efficiency of scheduling and time utilization by requiring the use of the electronic calendar to communicate daily activities.

II. Applicability:

The policy applies to all classified and unclassified employees of the Department.

III. Policy:

It is the policy of the Department that the Outlook calendar accurately reflects the actual availability of an employee for meetings or other events.

1. Outlook classifies time periods on the calendar as follows:

   - Free
   - Busy
   - Tentative Busy
   - Out of the Office

2. Business appointments:

   a) All business appointments will be entered in the Outlook calendar and the time period shown as “Busy”.
   b) The employee is encouraged to set an “Out of Office Reply” if the appointment is for a long duration, or if the employee is traveling for an extended period.

3. Anticipated annual, sick, and other leave periods:

   a) The employee will mark that period on his/her calendar as “Out of Office” using a personal appointment.
   b) The employee will set an “Out of Office Reply” stating the planned return date/time.

4. Unanticipated annual, sick, and other leave periods of more than four (4) hours:

   a) The period will be marked as a personal appointment using the “Out of Office” status, either by the employee, by the supervisor, or by other person granted access to the employee’s calendar. It is the responsibility of the employee to ensure that the supervisor, or designee, has the necessary permissions to the employee’s calendar.
   b) If possible, an “Out of Office Reply” will be set by the employee.

5. Those employees working less than a five-day workweek will mark non-work days in their calendar as "Out of the Office".

6. Each employee will promptly "Accept" or "Decline" any Outlook meeting request/appointment sent to him/her, and use the option "send response now back to the meeting organizer" to reply back to the meeting requestor.

7. Any time shown on an employee's Outlook calendar as "Free" will be assumed to be available for the scheduling of a meeting.

IV. Responsibility:

It is the responsibility of each Administrator to assure compliance with this policy.

V. Exceptions:

Exceptions must be approved in writing by the Appointing Authority.

VI. Questions:

Questions about the interpretation of the policy should be directed to the Undersecretary's Office. Technical questions about the implementation of this policy's requirements should be directed to the IT Division Help Desk.

Scott A. Angelle, Secretary

7/31/08

Date