

DEPARTMENT OF NATURAL RESOURCES

HUMAN RESOURCES POLICY NO: 1
EFFECTIVE DATE: September, 1999
SUBJECT: Implementation of Flexible Work Schedule
AUTHORIZATION: R. S. 36:353

I. POLICY:

It is the policy of the Department of Natural Resources to create a work environment that provides maximum accessibility of staff and resources to our customers, and at the same time implement work schedules that allow for recruitment and retention of employees and the morale and efficiency of the workforce.

II. PURPOSE:

To establish guidelines and parameters for the development of employees work schedules.

III. APPLICABILITY:

This policy will apply to all Offices within the Department of Natural Resources.

IV. PROCEDURES:

1. Core hours in which complete service is to be given our customers is 8:00 a.m. to 4:30 p.m. During these core hours the office cannot be closed and phones must be answered. Adequate staffing levels required in the various sections of the Department will be determined by the supervisor with concurrence of the appointing authority.
2. Employees on the traditional five day schedule will begin work at 7:00 a.m., 7:30 a.m., 8:00 a.m. or 8:30 a.m. They may end work at 3:30 p.m., 4:00 p.m., 4:30 p.m., 5:00 p.m. or 5:30 p.m. depending on whether they take a 30 or 60 minute lunch period.
3. Employees on the four day work week may begin work at 6:30 a.m. or 7:00 a.m. They may end work at 5:00 p.m. or 5:30 p.m. depending on whether they take a 30 or 60 minute lunch period.
4. Employees who opt for the four day work week will be off Friday or Monday.
5. Employees on the 9-8 schedule work four nine hour days with every other Friday or Monday off in a two-week pay period. The Friday/Monday worked will be an eight hour day. *Only employees who are exempt under the Fair Labor Standards Act will be allowed to work this schedule.*

6. Employees on the 9-4 schedule will work four 9-hour days and one 4-hour day in each work week. The four hour work day may be on Monday or Friday, morning or afternoon.
7. Employees on the 9-8 schedule or the 9-4 schedule may begin work at 7:00 a.m., 7:30 a.m. or 8:00 a.m. They may end work at 4:30 p.m., 5:00 p.m., or 5:30 p.m. depending on whether they take a 30 or 60 minute lunch period.
8. At the discretion of the supervisor, employees who are late for work may sign in up to twelve (12) minutes late and work twelve (12) minutes beyond their scheduled ending time. If an employee is more that twelve (12) minutes late he must take leave for the full period he was late.
9. Compensation for work on holidays will be in accordance with appropriate Civil Service rules and Department policy as follows:

When a holiday falls on an employee's regular day off, a designated holiday will be given on the closest working day. For those employees whose regular day off is Monday, the designated holiday will be Tuesday; for employees whose regular day off is Friday, the designated holiday will be Thursday. Employees who choose to work on their designated holiday must receive prior approval, sign in and out on their time sheet and complete and Overtime and Compensatory Leave Earning Record.

Employees will be compensated for the number of hours they are regularly scheduled to work for a holiday, regardless of the number of hours.

Example: If an employee's holiday falls on a 10-hour workday, the value of the holiday will be 10 hours. The same applies to designated holidays.

10. It will not always be possible for every employee of the Department to select the work schedule they desire but supervisors and appointing authorities will attempt to comply with requests to the extent possible, especially in smaller sections.
11. Supervisors are responsible for establishing work schedules and ensuring adequate office coverage. Changes in an employee's work schedule must be approved, in writing, by the employee's immediate supervisor prior to the effective date of the change. Work schedules may change; including adjusting work hours within the work day without changing the number of hours worked; only three times a year: on the first payday of the calendar year, on the first payday in June and on the first payday in September. For example, if an employee wants to change his work schedule in September, and the first payday is September 2nd; the schedule change should begin effective August 15th.
12. Each Office is to maintain an up-to-date employee work schedule by section in the format attached and provide a copy to the Secretary's Office and the Human Resource Office effective the date of any change.

V. RESPONSIBILITY:

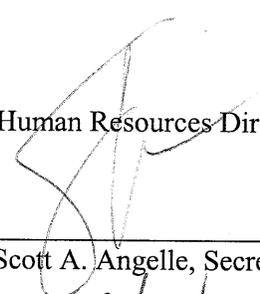
It will be the responsibility of the Assistant Secretary or his/her designee to assure compliance with this policy.

VI. EXCLUSIONS:

Exclusions and/or exceptions to this policy will not be permitted, without the written approval of the Secretary.

VII. QUESTIONS:

Questions regarding this policy should be directed to the Human Resources Director.



Scott A. Angelle, Secretary

Date

8/11/05