

BOBBY JINDAL
GOVERNOR



STEPHEN CHUSTZ
INTERIM SECRETARY

State of Louisiana
DEPARTMENT OF NATURAL RESOURCES
OFFICE OF MANAGEMENT AND FINANCE
ROBERT D. HARPER, UNDERSECRETARY
MEMORANDUM

TO: Keith Lovell
Office of Coastal Management

Stacey Talley, Deputy Assistant Secretary
Office of Mineral Resources

Jim Welsh, Commissioner
Office of Conservation

FROM: Angelin Morgan
Policy & Planning Director

RE: Revised Flexible Work Schedule Policy

DATE: January 31, 2013

Attached is a copy of the Department's revised Flexible Work Schedule Policy.

The policy has been revised, effective February 1, 2013, to increase flexibilities available, to better define flexible schedules and to ensure office coverage is sufficiently maintained.

Please share this policy with your employees and direct your question to the Human Resources Division.

/apm

Attachment

c: Stephen Chustz
Robert D. Harper
Rizwan Ahmed
Phyllis Darensbourg
Mary Ginn
Renita Hoskins
Isaac Jackson

DEPARTMENT OF NATURAL RESOURCES

HUMAN RESOURCES POLICY NO: 1
EFFECTIVE DATE: September, 1999
SUBJECT: Flexible Work Schedules
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 to 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. A traditional five day schedule may begin on the hour, quarter hour or half hour from 7:00 a.m. until 8:30 a.m. It may end on the hour, quarter hour or half hour from 3:30 p.m. until 5:30 p.m. depending on whether they take a 30, 45 or 60 minute lunch period.
3. Where adequate coverage exists, employees on the four day work week may begin work on the hour, quarter hour or half hour from 6:30 a.m. until 7:00 a.m. They may end work on the hour, quarter hour or half hour from 5:00 p.m. until 5:30 p.m. depending on whether they take a 30, 45 or 60 minute lunch period. *Division Directors (or above), and equivalent level staff, will not be allowed this option, but may select from other flexible options.*
4. Employees who are approved for the four day work week will be off Friday or Monday.
5. The 9-8 schedule will consist of four 9- hour days in one week of the two-week pay period with one day off and four 9-hour days plus one 8-hour day in the other week of the pay period. The scheduled day off and 8-hour day must be the same day each week (either Monday or Friday). *Only employees who are exempt under the Fair Labor Standards Act will be allowed to work this schedule.*
6. The 9-4 schedule will consist of four 9-hour days plus one 4-hour day each week of the two-week pay period. The 4-hour work day must be the same day each week either Monday or Friday, morning or afternoon.
7. The 9-8 schedule (described above) or the 9-4 schedule (described above) may begin on the hour, quarter hour or half hour from 7:00 a.m. until 8:00 a.m. It may end on the hour, quarter hour or half hour from 4:30 p.m. until 5:30 p.m. depending on whether they take a 30, 45 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 than twelve (12) minutes late, the employee must take leave for the full period the employee was late.

9. Compensation for work on holidays will be in accordance with current 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 an 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 based on business and personal need.
11. Supervisors are responsible for establishing work schedules and ensuring adequate office coverage. During vacations or other periods of extended leave, flexible hours may be modified to ensure adequate coverage.
12. Changes in an employee's work schedule must be approved, in writing, by the employee's immediate supervisor, division chief, and appointing authority, prior to the effective date of the change. HR will monitor requests for schedule changes to prevent potential abuse.

V. RESPONSIBILITY:

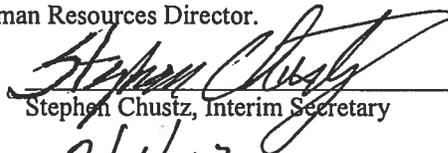
It will be the responsibility of the Assistant Secretary or his/her designee to assure compliance with this policy.

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.



Stephen Chustz, Interim Secretary

2/1/13

Date