120 Work Hours

120.1 Normal Working Hours

Based on your work schedule, normal office working hours are from 8:30 a.m. to 5:00 p.m., Monday through Friday, exclusive of holidays. All employees work these hours except those on approved flex-time and those who work a different schedule approved by the Division of Personnel and Administrative Services.

120.2 Breaks and Meal Time

01-05-2005

You are allowed a meal period based on your work schedule and two 15 minute breaks, one in the morning and one in the afternoon. The timing of the meal period and breaks is subject to approval by the appropriate administrator. Breaks generally will be approved to be taken at the mid-point of the work period.

When possible, nursing mothers will be afforded a private room and flexibility with respect to scheduling lunch and break periods for the purpose of breast feeding or pumping breast milk.

== 120.3 Punctuality

Employees are expected to report to work on time each day as scheduled.

Tardiness begins after the start of the scheduled work day and extends for 60 minutes. Employees reporting late to work may be subject to a dock and/or disciplinary action.

Employees reporting to work after the tardiness period of 60 minutes are considered absent without authorization and may be docked and may be subject to discipline in accordance with the Statewide Affirmative Attendance Policy (Section 240.1).

120.4 Flex-Time

01-05-2005

An employee on a flex-time schedule begins or ends the work day at different times from normal working hours. There are two types of flex-time:

A. Employee Requested Flex-Time

You may request flex-time for personal reasons or needs. Supervisors approve employee requests for flex-time unless the requests are inconsistent with the operating needs of the unit (or department). More than one employee's request for the same flex-time hours may be approved if there is no conflict with unit operating needs. If there are more requests for the same flex-time hours than can be accommodated under operating needs, the supervisor approves an appropriate number of requests based on greatest personal need for flex-time. When two employees display the same or similar personal need(s), the flex-time schedule shall be granted based upon seniority.

To request flex-time, complete Part A of HFS 2346, Flex-Time Schedule Request, and submit it to your immediate supervisor. To return to a normal work schedule, a new HFS 2346 must be submitted to your supervisor.

B. Mutual Convenience Flex-Time

An administrator whose operating unit needs show a recurrent need for work to be done during other than normal work hours initiates a mutual convenience flex-time proposal by asking for volunteers from the work location. All employees at the work location in the position classification(s) for which the flex-time is proposed have the opportunity to volunteer. Only volunteers may be used to fill mutual convenience flex-time slots. If there is a surplus of volunteers, the supervisor selects those with the greatest personal need for the available slots. If there are not enough volunteers (or no volunteers), the supervisor may request the Division of Personnel and Administrative Services to decide if an official new work schedule, with different starting and ending times, can be established.

C. Termination of Flex-Time

Flex-time ends when:
1. You resign or vacate a position,
2. You ask for a return to a normal work schedule, or
3. The flex-time schedule becomes inconsistent with the unit's (or department's) operating needs.

A bargaining unit employee must be given 30 days' advance written notice of flex-time termination.

An employee whose flex-time ends must return to the normal work schedule, unless employee and supervisor agree to a different time frame.

Flex-time is temporarily interrupted when it conflicts with scheduled training. When a conflict occurs, your work schedule becomes 8:30 a.m. to 5:00 p.m. You may be taken off a flex-time schedule and placed on temporary assignment, detailing assignment or loan. When this happens, you work the schedule of the employee you replace. At the end of the temporary assignment, detail or loan, you return to the approved flex-time schedule.

== 120.5 **Signing In and Out**
01-17-2003

A. Bargaining Unit Employees

When you arrive at the beginning of a workday, you are to put the actual time of arrival on the HFS 163 form, Employee Daily Time Log. When departing at the end of the workday, you are to put the actual time of departure on the HFS 163 form.

Entering the actual time of arrival and departure is not to be construed as an implied authorization for overtime pay. It merely reflects the actual time of your arrival and departure.

B. Merit Compensation Employees

Merit compensation (MC) employees are not required to sign in when they arrive for work or sign out when they leave. Attendance for MC employees is tracked by timekeepers on form HFS 163A, MC Employee Daily Roster.

Supervisors are responsible for ensuring that form HFS 163A is accurately completed each workday for each payroll distribution group containing MC employees they supervise.

An ethics timesheet is to be submitted by MC employees on a monthly basis. The timesheet is to represent the time spent on official state business by recording actual arrival and departure times with any absences recorded to the nearest quarter hour.

120.6 **Overtime**

The Department of Central Management Services (CMS) keeps and updates a list of job titles eligible to be paid for overtime work, i.e., work more than the normal work schedule. Unless CMS approves a special exception, only those Healthcare and Family Services employees whose job titles are on the list are eligible for overtime pay. For overtime purposes, a work week is defined as Monday through Sunday.

A. Overtime Pay

Within Healthcare and Family Services, overtime pay requires prior approval by the Division Administrator or a member of Executive Staff.

1. Bargaining Unit Employees

   Bargaining unit employees are paid for overtime based on the rates specified in their respective collective bargaining agreements.

2. Non-bargaining Unit Employees Covered by the Fair Labor Standards Act (FLSA)

   For non-bargaining unit employees covered by the (FLSA), only time actually worked or time required to be considered as work time can be used when determining overtime eligibility. Under FLSA, overtime payment is compensated after 40 hours of "working time" in a work week.

B. Distribution and Assignment of Overtime

1. AFSCME Bargaining Unit Employees

   The distribution and assignment of overtime is based on the provisions of the appropriate collective bargaining agreement.

2. Non-bargaining Unit Employees

   The unit supervisor distributes overtime opportunities and assignments among staff qualified to do the tasks based on operational needs.

120.7 **Temporary Changes to Work Hours Policy**

The department may temporarily adjust this policy regarding work hours as appropriate and in keeping with any relevant collective bargaining agreement. Such change may take the form of a pilot study. Affected employees shall be informed in writing of changes by the Director or other appropriate member of Executive Staff.