



**DEPARTMENT OF ENVIRONMENTAL QUALITY
POLICY AND PROCEDURE**

SUBJECT: Alternate Work Schedules
Date: March 20, 2003
Revised: August 24, 2008

Number: 07-4.01
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AUTHORITY

Civil Service Rules 5.-2, Hours of Service; Collective Bargaining/Labor Agreements, UAW-Article 14, K; S & E-Article 19, 8; Technical-Article 17, 8; MSEA Article 19, G & H; and Fair Labor Standards Act (FLSA). If any part of this policy conflicts with any labor agreement, the agreement prevails. Refer to the appropriate contract article.

<<STATEMENT OF POLICY>>

An alternate work schedule is any work schedule, requested by an employee, other than a standard Monday to Friday, 8:00 a.m. to 5:00 p.m., schedule with a one-hour lunch period. Work schedules of five eight-hour days each week other than 8:00 a.m. to 5:00 p.m. require only immediate supervisor approval and an Alternate Work Schedule Request Form to be completed for this option (EQ 1215 Form, Schedule Option E). Other alternate work schedule options (EQ 1215 Form, Schedule Options A through D) require the signatures of the immediate supervisor, second line supervisor, and bureau/division/office chief. Authority for approving or denying these alternate work schedule options belongs to the bureau/division/office chief or designee.

The operational needs of the department must be considered when determining whether an alternate work schedule will be approved. Not all employees may be afforded an opportunity to work an alternate work schedule given each request will be evaluated on a case-by-case basis. Each bureau/division/office shall determine whether the alternate work schedule request is appropriate for their work area.

<<INFORMATION>>

The primary purpose for providing alternate work schedules is to provide flexible work hours, which will mutually benefit departmental program activities and employees' individual preferences. Nothing prevents supervisors from piloting a specific alternate work schedule with an employee for a specific period of time (i.e. six months) to allow an evaluation of impact on department program activities and performance. Operational needs, increased efficiency, productivity, and cost savings for the department shall be considered in determining the benefit to the department program activities. More specifically, the determination shall be based on criteria such as, but not limited to, the following:

- Provide sufficient program staffing during all hours of operation and in emergencies.
Note: Each unit shall provide for coverage Monday through Friday, 8:00 a.m. to 5:00 p.m.,
- Provide adequate accessibility to other staff and the public,
- Ensure availability of individual staff to meet program and workload needs,

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- Maintain or improve program productivity and efficiency levels at no increase in cost,
- Maintain the ability to meet specific program requirements,
- Provide effective supervision,
- Maintain facility and operational functions and accessibility,
- Maintain performance,
- Maintain attendance, and
- Accumulation of overtime or compensatory time.

Utilizing all the criteria listed above, immediate supervisors of employees with alternate work schedules must review, at least annually, the impact, if any, on operational needs and program responsibilities. If there are negative operational impacts as a result of the alternate work schedule, the schedule must be modified or revoked, and if appropriate, a revised schedule submitted for approval. Minor and temporary adjustments to an alternate work schedule (i.e. extend lunch for one day in the pay period or modify lunch period from one hour to one-half hour) shall be at the discretion of the immediate supervisor.

Management shall have discretion within the parameters of this policy to approve or deny an adjusted alternate work schedule or to rescind previous approval. Each unit shall provide for coverage Monday through Friday, 8:00 a.m. to 5:00 p.m. All requests for an alternate work schedule shall be placed on the EQ 1215 Form whether approved or denied.

Work schedules are to start between 7:00 a.m. and 9:00 a.m., and end no later than 6:00 p.m. The alternate work schedule shall include a minimum of one half-hour lunch period as approved by supervision. A lunch is required for an employee working six or more consecutive hours in a day.

<<OPTIONS>>

Under the FLSA, exempt and non-exempt employees may apply for Schedule Options A, B, or C below:

Note: To determine an employee's FLSA status look in DCDS, "Employee Data Collection," "Employee Information" tabs. A "Y" means the employee is exempt and not eligible for overtime pay, and an "N" means non-exempt.

- A. Four nine-hour days and one four-hour day each week.
- B. Alternating weeks consisting of five eight-hour days one week, and four nine-hour days with one four-hour day in the other week. Any combination of five eight-hour days and four nine-hour days with one four-hour day within a pay period may be acceptable for a FLSA exempt employee.
- C. Four ten-hour days each week (except OCI staff).

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The following alternate work schedule option is only available to exempt employees or non-exempt law enforcement officers in accordance with the FLSA.

D. Eight nine-hour days and one eight-hour day.

The 80-hour pay period (work schedule adjusted within each pay period) for non-exempt employees and the 40-hour week schedule (work schedule adjusted within each week) for exempt employees may be approved for unusual work circumstances where the employer is clearly benefiting from the arrangement. For example, these schedules may be appropriate for field staff when they are used to minimize travel for site visits and inspections.

WORK UNIT COVERAGE

The Department of Environmental Quality (DEQ) offices and installations that are presently open to the public from 8:00 a.m. to 5:00 p.m. will remain on that schedule. Receptionist positions shall have coverage during normal business hours (8:00 a.m. to 5:00 p.m.) and each unit, other than lunch periods, must have coverage during normal business hours, Monday through Friday.

LEAVE USAGE

Absences shall be covered with sick, annual, or compensatory leave in an amount equal to the employee's scheduled work hours for that day.

HOLIDAYS

When a recognized holiday falls on a day when the employee is scheduled to work more than eight hours, the difference between the eight hours holiday time and the scheduled time must be made up by annual or compensatory leave.

If a holiday falls on an employee's day off resulting from the alternate work schedule, the day off will be rescheduled.

TRAINING

Schedules of employees required to participate in training may be modified by supervision to a standard work period consisting of eight hours a day, five days a week.

Questions concerning this policy may be directed to the Office of Human Resources (OHR).

<< PROCEDURE >>

All requests for an alternate work schedule must be made in writing by the employee using the Alternate Work Schedule Request Form, EQ 1215.

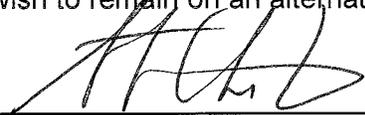
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1. The employee wanting an alternate work schedule shall submit the EQ 1215 Form to their immediate supervisor who will forward it with recommendations to the second line supervisor, who will forward it with recommendations to the bureau/division/office chief, who will give final approval/disapproval (Schedule Options A-D). An immediate supervisor has the final approval/disapproval on Schedule Option E, which does not require being forwarded to the second line supervisor or bureau/division/office chief.
2. It is the responsibility of the immediate supervisor or bureau/division/office chief, who has the authority to approve/disapprove the request, to forward all the EQ 1215 Forms received (whether they are approved/disapproved) to the OHR after completion of the form. Should the immediate supervisor or bureau/division/office chief rescind approval for an alternate work schedule, the immediate supervisor or bureau/division/office chief shall provide written reasons to OHR prior to rescinding the alternate work schedule. The OHR shall be responsible for reporting information on alternate work schedules to the Office of State Employer as required.
3. An employee working an alternate schedule that is reassigned, promoted, or transferred must reapply for an alternate work schedule with their new supervisor if they wish to remain on an alternate work schedule.

Approved: _____



Date: _____

8-19-08



ALTERNATE WORK SCHEDULE REQUEST

(Reference: DEQ Policy & Procedure 07-4.01)

DEFINITIONS AND INFORMATION:

- An Alternate Work Schedule is any work schedule requested by an employee other than a Monday through Friday, 8:00 a.m. to 5:00 p.m., schedule with a one-hour lunch period.
- FLSA non-exempt employee options shall not exceed 40 hours per week with a minimum half-hour lunch period each day. Overtime compensation normally earned in excess of 40 hours a week or scheduled hours in a day in accordance with applicable union contract. FLSA non-exempt employee indicated by "No" in DCDS.
- FLSA exempt employee options ensure an 80-hour bi-weekly work schedule completed over the bi-weekly pay period, with a minimum half-hour lunch period each day. Overtime compensation is normally earned for hours in excess of 80 hours in a pay period in accordance with applicable union contract. FLSA exempt employees indicated by "Yes" in DCDS.
- Management has the prerogative to approve/disapprove or continue/discontinue the schedule based on factors that may affect area operation.
- Work schedules and impact on department programs will be reviewed at least annually.

SECTION I - EMPLOYEE INFORMATION

LAST NAME:	FIRST NAME:	M.I.:	EFFECTIVE DATES: FROM: TO:
DIVISION:	CLASSIFICATION AND GRADE:	TKU NUMBER:	
OFFICIAL WORK STATION:	BARGAINING UNIT: <input type="checkbox"/> UAW <input type="checkbox"/> MSEA <input type="checkbox"/> SEIU S&E <input type="checkbox"/> SEIU TECH <input type="checkbox"/> NON-EXCLUSIVELY REPRESENTED EMPLOYEES	TYPE OF REQUEST: <input type="checkbox"/> Current (AWS option did not previously require form i.e. 7:30-4:30 M-F with one-hour lunch); <input type="checkbox"/> New (Currently no AWS option, but starting AWS option); <input type="checkbox"/> Modified (Change from one AWS option to a different AWS option. No change in AWS option only change in start/end/lunch times)	

SECTION II - SCHEDULE OPTIONS

FLSA COVERED, NON-EXEMPT EMPLOYEES (Indicated by "N" in DCDS)	Check the box next to the desired option below.		FLSA EXEMPT EMPLOYEES (Indicated by "Y" in DCDS)
A <input type="checkbox"/>	FOUR 9-HOUR DAYS AND ONE 4-HOUR DAY EACH WEEK		A <input type="checkbox"/>
B <input type="checkbox"/>	ALTERNATING WEEKS CONSISTING OF FIVE 8-HOUR DAYS ONE WEEK AND FOUR 9-HOUR DAYS AND ONE 4-HOUR DAY THE OTHER WEEK		B <input type="checkbox"/>
C <input type="checkbox"/>	FOUR 10-HOUR DAYS		C <input type="checkbox"/>
Not Available	EIGHT 9-HOUR DAYS AND ONE 8-HOUR DAY IN A PAY PERIOD		D <input type="checkbox"/>
E <input type="checkbox"/>	FIVE 8-HOUR DAYS EACH WEEK OTHER THAN 8:00 A.M. TO 5:00 P.M		E <input type="checkbox"/>

SECTION III - SPECIFIC REQUESTED WORK SCHEDULE

- Work schedules routinely will start between 7:00 am – 9:00 am and shall not extend beyond 6:00 pm. Exceptions may be granted for extenuating circumstances on an individual basis by the bureau/division/office chief or district supervisor.
- The work schedule shall include a minimum half-hour lunch period as approved by supervision.

	FIRST WEEK OF PAY PERIOD								SECOND WEEK OF PAY PERIOD							
	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL
# HRS DAY																
START TIME																
END TIME																
Lunch Period: From: To:									PAY PERIOD TOTAL HOURS:							

SECTION IV – HOW SCHEDULE MEETS OPERATIONAL NEEDS

This section to be completed by the employee and his or her supervisor after reviewing and discussing all of the criteria listed below

CRITERIA:	EXPLAIN HOW EACH CRITERIA IS MET:
PROVIDE SUFFICIENT PROGRAM STAFFING DURING ALL HOURS OF OPERATION AND IN EMERGENCIES. (NOTE: EACH UNIT MUST PROVIDE FOR COVERAGE MONDAY THROUGH FRIDAY 8:00 A.M. TO 5:00 P.M.)	
PROVIDE ADEQUATE ACCESSIBILITY TO OTHER STAFF AND THE PUBLIC	
ENSURE AVAILABILITY OF STAFF TO MEET ALL INDIVIDUAL WORKLOAD NEEDS	
MAINTAIN OR IMPROVE PROGRAM PRODUCTIVITY AND EFFICIENCY LEVELS AT NO INCREASE IN COST	
MAINTAIN THE ABILITY TO MEET ALL SPECIFIC PROGRAM REQUIREMENTS	
PROVIDE EFFECTIVE SUPERVISION	
MAINTAIN FACILITY AND OPERATIONAL FUNCTIONS AND ACCESSIBILITY	
MAINTAIN PERFORMANCE	
MAINTAIN ATTENDANCE	
ACCUMULATION OF OVERTIME OR COMPENSATORY TIME	
OTHER, IF APPLICABLE	

SECTION V – EMPLOYEE SIGNATURE

SIGNATURE OF EMPLOYEE REQUESTING SCHEDULE:	DATE:
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SECTION VI – MANAGER APPROVAL/DISAPPROVAL

SIGNATURE OF FIRST LINE SUPERVISOR:	APPROVED: <input type="checkbox"/>	DISAPPROVED: <input type="checkbox"/> REASON:	DATE:
SIGNATURE OF SECOND LINE SUPERVISOR:	APPROVED: <input type="checkbox"/>	DISAPPROVED: <input type="checkbox"/> REASON:	DATE:
SIGNATURE OF BUREAU/DIVISION/OFFICE CHIEF:	APPROVED: <input type="checkbox"/>	DISAPPROVED: <input type="checkbox"/> REASON:	DATE: