

LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

SECRETARY'S POLICY AND PROCEDURE MEMORANDUM (PPM) NO. 10

SUBJECT: Hours of Work

EFFECTIVE DATE: March 1, 1977

INSTRUCTIONS: This memorandum supersedes all other memoranda and manuals.

1. PHILOSOPHY

The Department of Transportation and Development (DOTD) recognizes that many of its employees have a desire for flexible work arrangements. DOTD also recognizes that the provision of flexible work options may contribute to our success in employee recruiting and retention efforts. Therefore, when there is a clear business justification, DOTD will consider allowing employees to deviate from the standard 8-hour day, Monday - Friday work week schedule.

Employees should be aware, however, that not all jobs lend themselves to flexible work schedules. For example, all members of a highway maintenance crew may need to work the same, fixed schedule in order to work efficiently. The nature of other operations, such as ferries, bridge operations, toll collections, etc., may also require 24-hour manning, which in turn dictates fixed work/shift schedules. In all cases, however, the employee's District Administrator/Section Head must determine whether flexible work arrangements can be accommodated by considering workload, work flow, work quality and accomplishment of the Section's/District's work mission.

Employees must also recognize and accept that the agency's operational and staffing needs take precedence. There will inevitably be requests that will be denied due to work needs. No employee should therefore view a flexible work arrangement as a right. The implementation of alternative work hours is a privilege, and all employees must take responsibility for the success of this program.

2. POLICY

The work week for DOTD is a 7-day period, beginning at 12:01 a.m. each Monday and ending at 12:00 midnight the following Sunday. Although individual employees may have various work schedules during this work week, each DOTD office will be staffed and fully functional with decision making abilities for business from 7:45 a.m. to 4:15 p.m., Monday through Friday. Phones will be answered and all services provided during these hours. Voice mail should only be used before and after these hours, unless an employee is unavailable to answer the telephone.

3. TYPES OF WORK SCHEDULES

Given these parameters, the types of work schedules that may be available to DOTD employees and the characteristics of each are listed below:

SECRETARY'S POLICY AND PROCEDURE MEMORANDUM (PPM) NO. 10

SUBJECT: Hours of Work

Page 2

A. Flexible Schedule

- (1) Employee works eight (8) hours per day, five (5) days per week, Monday through Friday.
- (2) Employee is required to work during core hours (7:45 a.m. through 4:15 p.m.), unless a flexible schedule is approved by the District Administrator or Section Head with starting times between 7:00 a.m.- 8:30 a.m.

B. Compressed Work Schedule

- (1) Employee works more than eight (8) hours on some or all workdays. Compressed work schedules do not include shift work.
- (2) Compressed Work Schedule Options:
 - a. Four 10-hour workdays with Monday or Friday as the designated day off.
 - b. Four 9-hour workdays plus one 4-hour workday with Monday morning or Friday afternoon as the half-day off.
 - c. Four 9-hour workdays in one week of a pay period (36-hour week) and four 9-hour workdays and one 8-hour workday in the other week of the same pay period (44-hour week) with Monday or Friday as the designated day off. *This option is available only to employees classified as Exempt under the Fair Labor Standards Act (FLSA.)*
- (3) Employee must work fixed schedule; no employee may work more than 10 hours in one day, and no employee may start work earlier than 6:00 a.m. nor finish work later than 6:00 p.m.
- (4) Employee requesting a compressed work schedule shall submit a written justification along with the Work Schedule Request form (Refer to the Human Resources, Forms and Job Aids intranet link for the form) for approval through the chain of command up to the Office Head.
 - a. District Administrators and Section Heads are not authorized to work a compressed work schedule of four 10-hour workdays.
 - b. Employee must resubmit the Work Schedule Request form and justification for approval through the chain of command up to the Office Head by December 1st each year to continue working a compressed

SECRETARY'S POLICY AND PROCEDURE MEMORANDUM (PPM) NO. 10

SUBJECT: Hours of Work

Page 3

work schedule the following calendar year.

- c. Office Heads, District Administrators, and Section Heads must ensure coverage during core business hours as necessary to meet the business needs of the Department.

C. Reduced Working Hours (part-time)

- (1) Employee works a minimum of 20 hours per week on a fixed schedule.
- (2) Certain employee benefits are reduced on a prorated basis, such as retirement (service credit based on actual earnings divided by full time base salary) and leave accrual (based on number of hours worked). Additionally, an employee must work 30 hours per week in order to be eligible for state insurance, and in the event of a lay-off, part-time employees are laid off before full-time employees.
- (3) Qualifying experience for jobs is also prorated and employee is ineligible for educational leave/tuition reimbursements.

Note: If employee works fewer than 40 hours per week, the Section/District must notify the appropriate Field/HQ HR staff member for entry into the LaGov system.

D. Job Sharing

Same requirements as stated above in item C (Reduced Working Hours), but two part-time employees are assigned to the same position (i.e., same job title, same position number). Total hours worked per week by the two employees shall not exceed 40.

E. Telework

Telework is a flexible work option when both the employee and the duties of the employee's position are suitable for such an arrangement. Business-related, operational needs drive all decisions regarding the suitability of positions for telework, approval of employees to telework, and the work days on which eligible employees may be authorized to telework. Telework is not a right or an entitlement; it is not available to all employees nor applicable to all positions; it is not a department-wide benefit; the telework agreement is not permanent and must be approved each year. The telework agreement may be modified or terminated if the Department's needs are not met. (Refer to PPM 56, Telework Policy, for details.)

SECRETARY'S POLICY AND PROCEDURE MEMORANDUM (PPM) NO. 10

SUBJECT: Hours of Work

Page 4

4. WORK SCHEDULES

A. Maintenance of Current Work Schedules

Each employee's work schedule is entered and maintained in the LaGov system, not arrival/departure time, but the hours per day. For example, five 8-hour days M-F or four 10-hour days M-Th, etc. Current work schedules must be maintained in the payroll system since they reflect hours to be paid per day and are used to determine overtime eligibility. Proposed changes to the schedule must be submitted on the Work Schedule Request form, approved, and submitted to the appropriate Field/HQ HR staff member for entry in LaGov. When proposing such schedule changes, the effective date must be the first day of a prospective payroll period and the approved form must be submitted to and entered by the Field/HQ HR staff member prior to the effective date.

As new employees are hired, their work schedules must also be provided to the appropriate Field/HQ HR staff member and entered at the same time new hire paperwork is completed.

B. Work Schedule Changes

(1) Temporary adjustments to an employee's work schedule may be allowed by supervisors. When there is no change to the hours worked per day, no LaGov entry is required. For example, the employee may request to report to work an hour earlier than scheduled in order to leave an hour earlier in order to make an appointment. The employee flexed his/her arrival/departure time, but still worked the same number of hours shown on his/her approved schedule for that day. Provided such temporary adjustments are infrequent, do not extend the employee's hours beyond the allowable starting and ending work hours, and are approved by the employee's supervisor; however, the absence and attendance exception should be recorded in the LaGov HCM payroll system. This flexibility is not intended, however, to resolve problems of tardiness or absenteeism. An employee who continues to request such minor time adjustments should be required to change his work schedule or be placed on unauthorized leave (leave without pay) for periods of tardiness and may further be subjected to disciplinary action for continued tardiness.

(2) A prime example of when the employee should be required to make a temporary adjustment to his/her work schedule would be for scheduled training or a meeting. If an employee's normal workday begins or ends earlier or later than the scheduled meeting or training, the employee should adjust his/her workday to accommodate attendance at the meeting or

SECRETARY'S POLICY AND PROCEDURE MEMORANDUM (PPM) NO. 10

SUBJECT: Hours of Work

Page 5

training class. If the training is only one day and the employee will still work the same number of hours as shown on his work schedule for that day, no work schedule change is required. If, however, the number of hours worked per day or days worked per week will change due to the training, a temporary work schedule must be entered by the employee's Time Administrator as a temporary schedule substitution, with the appropriate start/end date. (Example: employee's work schedule is Monday - Thursday 7:00 - 5:30. Class is 8:00 - 4:30, Monday - Friday. A temporary schedule substitution should be entered to reflect 8:00 - 4:30 for the week of the class.) Accordingly, any temporary schedule changes which affect the number of hours worked per day must be submitted to the employee's LaGov Time Administrator for entry into the LaGov HCM payroll system as a schedule substitution.

- (3) When a statutory or declared holiday falls on an employee's regularly scheduled day off, the employee is entitled to a designated holiday on the next closest workday, either preceding or following the holiday, subject to supervisory approval. (La. R.S. 1:55). The employee's Time Administrator must accordingly enter the designated holiday code (Absence Code LHDH) on the workday designated as the holiday.

Consistent with Civil Service Rules, the Department can require any employee to work on a holiday or regularly scheduled day off. Employees must then be compensated for hours worked in accordance with FLSA regulations, as outlined in PPM #12, DOTD Compliance with Fair Labor Standards Act (FLSA).

5. OFFICE HEAD/DISTRICT ADMINISTRATOR/SECTION HEAD RESPONSIBILITIES

Each Office Head and/or District Administrator/Section Head is responsible for:

- A. Determining whether flexible work arrangements can be accommodated by considering workload, workflow, work quality and accomplishment of the Section's/District's work mission; reviewing/approving individual work schedule requests to ensure all staffing needs and work requirements are met.
- B. Ensuring that each employee's current work schedule is maintained in the LaGov system, employees adhere to work schedules, the appropriate Time Administrator makes any required temporary schedule substitutions, and permanent work schedules/work schedule changes are approved up to the Office Head if applicable and provided to the appropriate Field/HQ HR staff member prior to the effective date of the change.

SECRETARY'S POLICY AND PROCEDURE MEMORANDUM (PPM) NO. 10

SUBJECT: Hours of Work

Page 6

- C. Ensuring that supervisors and employees are aware of their responsibilities, adequate supervision is provided, and time sheets reflect actual hours worked.
- D. Withdrawing alternative work schedule from employees for reasons of abuse, failure to perform adequately, or failure to attain productivity requirements.

6. RELATED INFORMATION/RESOURCES

Information regarding overtime, lunch and rest/break periods is included in PPM #12. In general, employees are allowed to take a paid, fifteen-minute break for every four hours of work and are required to take an unpaid lunch break of at least thirty minutes. Employees will not be allowed to work during the unpaid lunch break. If employees choose to not take breaks, these periods cannot be used to leave earlier than scheduled. Additionally, as required by the FLSA, any employee who is breastfeeding will be provided reasonable break times to express breast milk for her newborn for up to one year after the child's birth.

For any questions regarding this policy, please contact the Headquarters Human Resources Section.



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Secretary