

STATE OF OHIO



DEPARTMENT OF REHABILITATION  
AND CORRECTION

SUBJECT: <b>Alternative Work Schedule</b>	PAGE <u>1</u> OF <u>4</u>
	NUMBER: 35-PAY-08
RULE/CODE REFERENCE:	SUPERSEDES: 35-PAY-08 dated 03/23/09
RELATED ACA STANDARDS:	EFFECTIVE DATE: April 1, 2013
	APPROVED: 

**I. AUTHORITY**

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

**II. PURPOSE**

The purpose of this policy is to provide standard parameters for requesting and approving alternative work schedules for both bargaining unit and exempt employees.

**III. APPLICABILITY**

This policy applies to all exempt and bargaining unit persons employed by the Ohio Department of Rehabilitation and Correction.

**IV. DEFINITIONS**

**Alternative Work Schedule** - A schedule that consists of either a compressed work week schedule or a non-traditional work schedule as defined herein. Alternative work schedules may also include good day or shift exchanges for uniformed staff. Alternative work schedules do not include flextime, job sharing, or part-time employment.

**Compressed Work Week Schedule** - An authorized schedule of 40 hours per week that routinely consists of less than five eight-hour days each week. For example, four 10-hour days per week or four 9-hour days and one 4-hour day.

**Core Hours** – Inflexible hours of the day and week during which all employees are required to be on the job. Core hours may be defined at the discretion of each Managing Officer based on needs specific to the position and/or work unit. An example is the six hours in the middle of a shift where sufficient operational needs of a position or work unit must be met.

**Non-Traditional Work Schedule** – An authorized work schedule which includes non-traditional starting and ending hours before and/or after any established core hours.

## V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction to regulate and monitor alternative work schedules within the agency. Employees shall be considered for alternative work schedules on a case-by-case basis, where alternative work schedules have been shown to accomplish work goals, to provide for individual department/institution operations and to serve the Department of Rehabilitation and Correction as a whole with increased productivity at no expense to the Department's mission. Any approved alternative work schedule may be discontinued at anytime at the discretion of the Managing Officer.

## VI. PROCEDURES

### A. General Guidelines

1. Any exempt or bargaining unit non-probationary employee of the Department of Rehabilitation and Correction may request an alternative work schedule in accordance with this policy. An Alternative Work Schedule Request (DRC1778) shall be utilized for this purpose and shall be maintained in the employee's payroll file. Before working an alternative work schedule the employee must request the schedule on an Alternative Work Schedule Request (DRC1778) and it must be approved by the Managing Officer/APA Regional Administrator. The decision of the Managing Officer/APA Regional Administrator is final.
2. Any alternative work schedule must be in compliance with the Fair Labor Standards Act as well as department policies related to overtime.
3. A written explanation for not implementing an alternative work schedule shall accompany any denial of a request.
4. Nothing in this policy prohibits the employer from modifying or eliminating an employee's alternative work schedule for good management reason(s). Notice of any modification or elimination of an alternative work schedule shall be provided to the employee in writing 14 calendar days in advance of the schedule change and/or in accordance with contractual requirements.

### B. Compressed Work Week Schedule

1. Compressed work week schedules may be approved only when core hours will be adequately covered and agency customer needs can still be adequately met.
2. Compressed work week schedules must be approved by the Deputy Director of Human Resources/designee. (For purposes of this policy, the designee shall be the Managing Officer.)

3. To obtain approval for a compressed work week schedule, the request must specify a business process or purpose that will be advanced by the compressed work week schedule. This could include, but would not be limited to, advancing recruitment or retention objectives, increasing productivity or limiting overtime.
4. Compressed work week schedules must meet the following requirements:
  - a. Schedules for all full-time FLSA overtime eligible employees must be based on a 40-hour week; schedules for all full-time FLSA overtime exempt employees, including those who are approved to receive overtime, must be based on an 80-hour pay period.
  - b. Operational requirements must be met as determined by the supervisor.
  - c. There is an expectation that performance is maintained.
  - d. In positions where a compressed work week schedule is approved, requests from employees for any type of change in work schedule or work hours will be considered on the basis of the above standards and operational needs.
  - e. Compressed work week schedules must be a fixed schedule that does not change from week to week.
  - f. For exempt employees, when a paid holiday falls on an employee's regularly scheduled day off, the employee shall either have his/her schedule changed to five 8-hour days for that week or shall be given the next work day off or another day that week that is approved by the supervisor.
  - g. For bargaining unit employees, holidays will be governed by the appropriate bargaining unit contract.
5. Copies of signed compressed work week schedules shall be forwarded to the Office of Human Resources, Bureau of Personnel, for tracking purposes.
6. Operation Support Center Human Resources, Bureau of Personnel shall track all employees approved to work a compressed work week and provide a report to the Director/designee on a quarterly basis.

### **C. Non-Traditional Work Schedule**

Employees approved to work a non-traditional schedule are permitted with proper authorization to define new standard working hours (e.g., a set schedule of 7:00 a.m. to 3:00 p.m. every day or of 7:00 a.m. to 3:00 p.m. on Tuesday and Thursday and 10:00 a.m. to 6:00 p.m. on Monday, Wednesday and Friday). A non-traditional work schedule is not; however, authorization for the employee to work a flexible schedule wherein arrival and departure times are adjusted on a daily basis.

### **D. Uniformed Staff**

1. The use of alternative work schedules by uniformed staff covered by a bargaining unit contract shall be addressed at the local labor/management pick-a-post committees.
2. Examples of alternative work schedules for uniformed staff covered by a bargaining unit contract may include, but are not limited to, good day and shift exchanges.

3. Exchanges of good days or shift must be within the same job classification.
4. The exchange of good days or shift must be communicated, reviewed and approved by the employee's supervisor. A Shift Exchange Request (DRC1942) may be used for this purpose.
5. Exchanges must take place within the same week, unless otherwise specified in the bargaining unit contract.
6. No exchange will be approved if submitted by a third party.
7. The exchange must be for an entire shift.
8. Submitting an exchange represents a commitment by both parties to work a specific shift.

**Related Department Forms:**

Alternative Work Schedule Request	DRC1778
Shift Exchange Request	DRC1942