

**STATE OF OHIO  
 ADJUTANT GENERAL'S DEPARTMENT  
 2825 West Dublin Granville Road  
 Columbus, Ohio 43235-2789**

**MEMORANDUM**

**TO:** SEE DISTRIBUTION

**FROM:** Gregory L. Wayt, Major General, The Adjutant General 

**DATE:** April 23, 2008

**SUBJECT:** POLICY – State Employee Procedure Letter #19  
 Work Week Schedules and Work Hours for State Employees

**1. REFERENCES:**

- a. Article 13, OCSEA Bargaining Contract
- b. Firefighters Memorandum of Understanding
- c. Section 124.18, Ohio Revised Code
- d. Ohio DAS Memorandum dated February 5, 2008, subject: Time and Attendance Policies

**2. SCOPE:** This policy applies to all State Employees of the Adjutant General's Department

**3. WORK SCHEDULES:**

- a. **BREAKS:** All regularly scheduled breaks will be 15 minutes in the morning and 15 minutes in the afternoon with the mutual agreement of the supervisor.
- b. **WORK HOURS:** The regularly scheduling working hours for the agency are listed below. The normal work week, with the exception of the fire fighters is forty hours.

OFFICE/FACILITY/BASE	REGULARLY SCHEDULED WORK DAYS	REGULARLY SCHEDULED HOURS	REGULARLY SCHEDULED LUNCH
<b>Air NG Fire Stations</b>	7 Days per week - 104 hours in 14 day period	00:00 hours to 11:59:59 Hours	Flexible
<b>Air NG Operations, Civil Engineers and Environmental</b>	Monday - Saturday	8:00 a.m. to 5:00 p.m.	11:30 a.m. to 12:30 p.m.
<b>Air NG Security</b>	7 Days per week	Flexible Hours	11:45 a.m. to 12:30 p.m.
<b>Army NG Facilities</b>	Monday - Friday	8:00 a.m. to 5:00 p.m.	11:30 a.m. to 12:30 p.m.
<b>Camp Perry Administration and Range Operations (mid March to Mid November)</b>	7 Days per week	8:00 a.m. to 5:00 p.m.	11:30 a.m. to 12:30 p.m.

\* This memorandum supersedes State Employee Procedure Letter #19, dated January 5, 2005

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<b>OFFICE/FACILITY/BASE</b>	<b>REGULARLY SCHEDULED WORK DAYS</b>	<b>REGULARLY SCHEDULED HOURS</b>	<b>REGULARLY SCHEDULED LUNCH</b>
<b>Camp Perry Administration and Range Operations</b> (mid November to Mid March)	Monday - Friday	8:00 a.m. to 5:00 p.m.	11:30 a.m. to 12:30 p.m.
<b>Camp Perry Civil Engineers and Supply</b> (Mid March to Mid November)	7 Days per week	8:00 a.m. to 5:00 p.m.	11:30 a.m. to 12:30 noon
<b>Camp Perry Civil Engineers and Supply</b> (Mid November to Mid March)	Monday - Friday	8:00 a.m. to 5:00 p.m.	11:30 a.m. to 12:30 noon
<b>Camp Perry Clubhouse and Rental Operations</b>	7 Days per week	8:00 a.m. to 5:00 p.m.	11:30 a.m. to 12:30 noon
<b>Camp Perry Operations Except Clubhouse</b>	Monday - Friday	8:00 a.m. to 5:00 p.m.	11:30 a.m. to 12:30 noon
<b>Central Office (Beightler Armory)</b>	Monday - Friday	8:00 a.m. to 5:00 p.m.	11:30 a.m. to 12:30 p.m.

**4. FLEXIBLE WORK HOURS CONCEPT:** Customer Service hours are defined as inflexible hours of the day and week during which an agency must be functionally staffed. The Adjutant General's Department has elected to adopt the customer service hours of 8:00 a.m. to 5:00 p.m. from Monday through Friday (except as specified in the table above). All offices, facilities, divisions and sections of this agency must have sufficient staff on duty between the designated customer service hours Monday through Friday to insure all business administrative functions can be performed. Business administrative functions may include but are not limited to, answering phones, responding to inquiries from other agencies, responding to inquiries from internal entities such as other Air or Army National Guard units, state employees, etc. Additionally, adequate supervision must be present at all times during customer service hours.

Once offices, facilities, divisions and sections of this agency have ensured that they are adequately staffed to cover all administrative functions during the customer service hours, they may offer employees alternate work schedules that offer flexibility in the scheduling of hours worked. The decision to offer a flexible work schedule must be based upon ability to serve the public and the ability to provide all administrative support services during the designated hours.

Full-time state employees of this agency (except security guards and firefighters) may request flexible work hours, popularly known as "flex-time" within the following guidelines.

- a. Flex-time is a privilege and not a guaranteed right. Supervisors may at any time disapprove a flex-time request or require an employee to return to normal working hours for the good of the agency for sound operational reasons.
- b. Flex-time is a voluntary work schedule and will not be forced upon any employee. All employees are entitled to work regular/published work hours for the office/facility or base.

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- c. All flex-time requests must be made in writing on the attached form (AGN 0049). The requests to enter into a flex-time work schedule must be submitted to the first line supervisor a minimum of 15 calendar days prior to the desired effective date. Once an employee enters into flex-time, he or she must remain on this schedule until he or she accomplishes a new request for change.
- d. Entry into a flex-time schedule must begin on the first day of the state pay period and exit from a flex-time work schedule must end on the last day of the state pay period. These same time lines apply should a supervisor require an employee to return to normal working hours.
- e. A request for a change to a work schedule will not be approved more than twice during a calendar year unless compelling justification can be submitted by the employee.
- f. For this Agency, Core hours are 9:00 a.m. to 3:00 p.m. Flexible work schedule requests must include the core hours and have a start time no sooner than 6:30 a.m. and an end time any later than 5:30 p.m. Lunch breaks may be 30, 45, 60 or 90 minutes in length. Starting and ending time must be at even quarter hours (e.g., 6:45 a.m., 7:00 a.m., 4:00 p.m., 4:15 p.m.)
- h. Flexible work schedules for full-time permanent employees must provide forty hours in an active pay status per week. Flexible work schedules will not normally be approved if the adjusted hours will result in an increase in shift differential or Sunday/Holiday pay.
- i. Rest breaks or lunches may not be omitted in order to shorten the work day. A working lunch may be authorized only if job requirements compel the employee to remain in the job during the lunch period. (Coordination with the Human Resources Office is required for work schedules that include a working lunch period.)
- j. Once an employee enters into a fixed flex-time schedule, he or she cannot adjust the reporting and ending times to avoid tardiness or discipline. A request to enter into a flexible schedule automatically implies employee responsibility to comply with the requested work hours, including starting and ending times. Abuse of the flex-time policy may be grounds for discipline.
- k. Nothing in this policy precludes a supervisor from authorizing infrequent adjustment to a daily work schedule to accommodate a legitimate request. These kinds of adjustments must be fully coordinated between the supervisor and the employee and they do not constitute a new work schedule.

**5. PROCEDURE:**

- a. All flex-time requests must be submitted by the employee to the first level supervisor on the attached form. Verbal flex-time agreements are not authorized.
- b. First-line supervisors will recommend approval or disapproval to the senior supervisor within the published chain of command for the office/facility or base for final action.

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- c. Senior supervisors will approve or disapprove the request remembering that service to the public, continuing administrative support services and functions and availability of supervisors during customer service hours must be of controlling importance. Senior supervisors will keep a copy of the request and return the original to the first level supervisor who will keep the original and make copies to forward to the employee and the time and attendance keeper. Copies of the request form and subsequent approvals are not required at the Human Resource Office unless they are requested for inquiries, discipline or grievance matters.

**6. COMPRESSED WORK WEEK:** In some rare instances, it may be beneficial to the agency for select employees to work full-time hours in less than the traditional 5 day workweek by increasing the daily hours worked. Offices/facilities or bases within this agency should only use a compressed work week only when specific business practices warrant such a schedule. (Example: a compressed work week may be appropriate if a specific payroll process requires extensive work hours Monday through Thursday but less hours on Friday when the system uploads the data.) The use of a compressed work week as a performance award, recruitment or retention does not constitute a specific business practice and will not be approved by our agency. Personal circumstances should not be a factor in deciding whether a compressed work week is appropriate.

- a. With exception of paragraph 4. f. above (core hours), all provisions of the flexible schedule are applicable to compressed work weeks. Specifically, should a compressed work week be approved as an alternate work schedule, an employee may be absent from the workplace one entire day during a normal workweek thereby negating the requirement to be working during the core hours.
- b. The procedures for requesting a compressed work week remain as described in paragraph 5.a. through 5.c. with one addition. The approval authority for compressed work weeks will remain with the Human Resource Office. All requests must be forwarded through the local chain of command to HRO and be sufficiently endorsed justifying how a compressed work week is warranted due to specific business practices.

**7. TELEWORKING POLICY:** The Adjutant General's Department does not have a teleworking policy. The vast majority of positions in this agency are not positions suitable for teleworking due to the operational needs and demands of our workforce. Additionally, teleworking is not warranted as it does not support any specific business practice within the agency.

**Enclosure (1)  
1 - AGN Form 0049**

**DISTRIBUTION  
AD**

# STATE EMPLOYEE REQUEST FOR WORKING HOURS ADJUSTMENT

Reference: State Employee Procedure Letter #19

FROM: \_\_\_\_\_  
(Employee's full name)

TO: \_\_\_\_\_  
(1<sup>st</sup> Level Supervisor)

SUBJECT: REQUEST TO ADJUST WORKING HOURS

DATE: \_\_\_\_\_

I would like to make an adjustment in my working hours. Following is the schedule that I am requesting:

- a. Arrival time: \_\_\_\_\_
- b. Lunch period: \_\_\_\_\_
- c. Departure time: \_\_\_\_\_
- d. Effective date of change: \_\_\_\_\_ (Must be 1<sup>st</sup> day of pay period)

I understand that I must be at work during these requested hours (other than the lunch period) unless leave has been approved. I further understand the core hours concept (9:00 a.m. to 3:00 p.m.). I have also read and understand the department policy letter #19.

\_\_\_\_\_  
Employee Signature

1 <sup>st</sup> Level Supervisor's Signature	Date: _____
Recommend Approval	_____
Recommend Disapproval	_____
Reason for Disapproval	_____

Senior Supervisor's Signature	Date: _____
Recommend Approval	_____
Recommend Disapproval	_____
Reason for Disapproval	_____

**DISTRIBUTION:** 1 copy to employee, 1 copy to time & attendance keeper, 1<sup>st</sup> level supervisor retain original.