

Internal Operations Manual

SUBJECT: Holiday Time Entry for Alternative Work Schedule **NUMBER:** 107-07-010
DIVISION: Operations Division
Office of Business Administration **EFFECTIVE DATE:** 12-18-02

APPROVED: 

**POLICY/
PURPOSE:**

This policy is to provide a procedure to avoid overpayment to an employee who is on an *Alternate Work Schedule* and records time on the electronic time capture system.

AUTHORITY:

OPEU Collective Bargaining Agreement Article 90, Letter of Agreement 90.50-0169 Article 90.5, Oregon Accounting Manual 45.07.00. PO 60.010.01.

APPLICABILITY:

All employees of the Department of Administrative Services (DAS) who work an alternate work schedule.

DEFINITIONS:

Workweek – The fixed and regularly recurring period of 168 hours during seven (7) consecutive 24-hour periods.

Workday - Is the 24-hour period commencing at the start of the employee's shift and shall remain fixed for the whole of the workweek, except for flexible work schedules.

Regular Work Schedule – One with the same starting and stopping time on five (5) eight-hour days.

Flexible Work Schedule – Varies the number of hours worked on a daily basis, but not necessarily each day.

or

A work schedule in which starting and stopping times vary on a daily basis, but not necessarily each day, but which does not exceed forty hours in a workweek and is agreed upon in advance by the employee and the supervisor.

Alternate Work Schedule – Anything other than a regular work schedule or a flexible work schedule.

Comp Time Straight (CTS) – Compensation time accrued at an hour for hour rate.

GUIDELINES:

- I. An Alternate Work Schedule is an option available for all permanent state employees.
- II. The option to work an Alternate Work Schedule will be approved by the employee's supervisor after evaluation of the affect the schedule will have on the employee's work load and service to customers.

- III. If an employee has entered more than 40 hours in one week, the P005 screen of the Time Entry System, will show zero (0) hours.
- IV. When a holiday falls on the employee's regular day off, the employee earns eight hours of *Compensation Time Straight* (CTS) for the holiday. The employee requests approval from their supervisor to use the CTS after the holiday.
- V. When a compensated holiday (Christmas, 4th of July, Veteran's Day) occurs during a work period on the scheduled day off of an employee working four (4) ten-hour days, the employee will request their supervisor to adjust their work schedule to ensure a record that will not exceed forty (40) hours of paid time including the appropriate number of holiday hours. The employee and supervisor will mutually agree on an alternative time off within the workweek period by:
 - a. Employee covering the Holiday Leave, with accrued leave or compensated time such as Vacation Leave, Personal Business, or any accrued leave except Sick Leave.
 - b. The employee may request their work schedule to be adjusted to account for the required forty (40) hours in the work-week.
 - c. Change workweek to five (5) eight-hour days.
- VI. The current on-line system used to enter employee work time, automatically adds two regular hours to the eight hour holiday on the time of those working alternate schedules. The two extra hours must be accounted for. The options are:
 - Option 1** - The employee will need to change the two hours regular time to vacation, personal business or comp time leave.
 - Option 2** - With preapproval from the supervisor, employee will work an additional two (2) hours on the three (3) remaining days of the week to make up the time owed on the holiday.
 - Option 3** - Change workweek to five (5) eight-hour days.