

Facilities Management Division Procedure



Review and Approval Cover Sheet

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History of Revisions

<u>Document Number</u>	<u>Effective Date</u>	<u>Action</u>	<u>Description</u>
FM-PROC-002. R0		New	Establishes procedure to set and manage division work schedules.
FM-PROC-002.R1	12/11/06	Major Change	<ul style="list-style-type: none"> • Changed document owner from Office Manager to Division Administrator • Changed Role and Responsibilities from Office Manager to Division Administrator • Revised Work Schedule Approval form • Added bullet to 5.8 Floating Holidays stating that these days must be used by the end of the fiscal year. • Various editorial changes.
FM-PROC-002.R2	7/01/07	Minor Change	Amplified 5.10 Sick Leave third bullet to clarify how sick leave will be charged.
FM-PROC-002.R3	2/25/08	Major Change	<ul style="list-style-type: none"> • Updated position titles • Change of document name • Added leave-tracking as an additional responsibility for employees in section 2.5 • Omission of outdated material in section 3.0 • Omission of outdated material in section 4.0 • Minor edits to 5.8 • Expanded upon section 5.10 • Clarification of section 7.1 • Revision and update of Appendices • Modification of format and design

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Work Schedule Approval Procedure

1.0 Introduction

1.1 Purpose	This procedure implements State Personnel Board Rules & Personnel Director's Administrative Procedures as they pertain to Facilities Management Employee work schedules.
1.2 Scope	This procedure applies to all full time Facilities Management Division personnel.
1.3 Discussion	State Personnel Board Rules & Personnel Director's Administrative Procedures allow flexibility in establishing work schedules. The Auraria Higher Education Center set 8:00 am to 5:00 pm as the minimum business hours for agency organizations. The Facilities Management Division business hours are typically Monday through Friday from 7:30 am to 5:00 pm. The objective of this procedure is to ensure the needs of the organization are met while offering employees flexibility in their work schedules.
1.4 General Responsibilities	The State expects managers to use good business judgment and management practices to balance the needs of the employees with those of the state, to prevent abuse, and to comply with all State requirements. This procedure implements a flexible work schedule program so employees can fit work into the context of their lives.

2.0 Roles & Responsibilities

2.1 Division Director	<p>Role:</p> <p>The Division Director (DD) is accountable to the Executive Vice President for Administration (EVPA) for implementing State and Agency policies and procedures and for ensuring adequate staff is available to perform its mission.</p> <p>Responsibilities:</p> <ul style="list-style-type: none">• Establishes business hours for the Division• Approves division procedures• Implements campus procedures• Ensures adequate personnel are available to perform the division mission during core hours and other times as required• Approves employee arrival/departure times in excess of Department Manager (DM) approval authority• Approves all 4/10 schedules• Approves Administrative Leave
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2.2 Department Managers	<p>Role: The Department Managers (DMs) participate and contribute to the development and implementation of this procedure. The DMs are accountable to the DD and expected to promulgate this procedure through their department. The DMs work with subordinate supervisors and employees to establish and document work schedules using the form in Appendix A.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Provides guidance and direction to supervisors and staff as appropriate • Maintains a recall roster for all department personnel in case emergency situations dictate the need to recall staff • Implements this procedure in their respective departments • Ensures business hours are supervised and staffed with adequate personnel to perform the mission • Approves employee arrival/departure times within established variances • Concurs with employee arrival/departure times greater than established variance prior to forwarding to DD for approval • Recommends 4/10 schedules for DD approval • Ensures supervisors provide employees a meal period in accordance with section 5.2 of this procedure • Concurs with requests for Administrative Leave prior to submitting to DD for approval • Approves corrections to the time clock record
2.3 Division Administrator	<p>Role: The Division Administrator prepares, coordinates, publishes, and maintains this procedure. The Division Administrator retains signed and approved copies of all employee work schedule forms.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Prepares, coordinates, publishes, and maintains this procedure • Maintains a file for completed Work Schedule & Work at Home forms • Provides training on this procedure as necessary • Verifies employee compliance with this procedure as part of Paymaster function. If anomalies are discovered, notifies DM and DD of specific issues • Prepares reports as necessary

<p>2.4 Supervisors</p>	<p>Role:</p> <p>The first-line supervisor ensures this procedure is followed by all direct-report personnel. The supervisor works with employees on an individual basis to establish specific work schedules for all direct-report employees. The supervisor is responsible to their DM to balance the employee needs along with the needs of the organization ensuring mission accomplishment.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Works with employees to establish and document employee work schedules using the Work Schedule Approval Request in Appendix A • Ensures employee compliance with this procedure • Approves schedule deviations
<p>2.5 Employees</p>	<p>Role:</p> <p>Employees are expected to work with their supervisors to establish work schedules consistent with this procedure. Once the schedules are established, employees are expected to arrive and depart the work area according to their approved schedules. If changes are needed, employees will submit an updated request for approval.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Reads, understands, and complies with this procedure • Makes suggestions for improvement as appropriate • Works with supervisor and/or DM as appropriate to establish work schedule • Adheres to approved work schedule unless otherwise directed by management • Remains available for additional work hours if the job requires more time and the extra hours are approved in accordance to the Overtime Approval Procedure • Communicates schedule issues to the supervisor as promptly as possible • Tracks available leave balances. If unsure of leave balances, contacts Human Resources for accurate information • Notifies supervisor & Customer Service Desk (303-556-3260) within 30 minutes of scheduled arrival when unavailable for work <ul style="list-style-type: none"> ○ Third Shift employees are not required to notify the Customer Service Desk.

3.0 Business Hours for Shifts

3.1 First Shift	<ul style="list-style-type: none">• First Shift hours are Monday through Friday between 7:30 am and 5:00 pm. This is when the majority of our customers are on campus and when we are required to have our greatest population of personnel available to perform work.• With DM approval, employees may arrive one hour earlier or later than 7:30 am. Arrival/departure times for day-shift personnel that deviate more than an hour from normal business hours must have DM concurrence and DD approval.• DMs and supervisors are required to balance employee arrival/departure times to ensure capability to perform work during normal business hours without incurring overtime costs or unnecessary delays in meeting campus needs.
3.2 Second Shift	<ul style="list-style-type: none">• Second Shift hours are Monday through Friday between 2:30 pm and 11:00 pm. This shift is necessary since over 15,000 students are on campus until 10:30 pm. While fewer personnel are needed during this shift, adequate craft capability is essential to meet the needs of the campus population and address emergency and urgent facility issues.• With DM approval, employees may arrive one hour earlier or later than 2:30 pm. Arrival/departure times for swing-shift personnel that deviate more than one hour from normal business hours must have DM concurrence and DD approval.• DMs must ensure adequate supervision is present on campus while employees are on duty.• Supervisors are required to balance employee arrival/departure times to ensure supervision is present and capability to perform work during normal business hours without incurring overtime costs or unnecessary delays in meeting campus needs.
3.3 Third Shift	<ul style="list-style-type: none">• Third Shift hours are between 10:30 pm and 7:00 am. This shift is worked primarily by the housekeeping staff since this function is performed when the buildings are empty.<ul style="list-style-type: none">○ Because Third Shift housekeeping staff works in teams, housekeeping employees are required to work the 5/40 schedule and may not flex their arrival/departure times.○ Housekeeping employees' work schedule is from Sunday night through Friday morning.• Since few non-housekeeping employees will be on this schedule and supervision is intentionally light, employees working this shift are required to work the 5/40 schedule with arrival/departure times as set by the DM.

4.0 Work Week Schedules

4.1 5/40 Schedule	<ul style="list-style-type: none">• This schedule requires an employee to work five eight-hour days per work week. Typically, this schedule is worked Monday through Friday. Other days can be worked with DM approval so long as the work week is set for 40 hours per period.
4.2 9/80 Schedule	<ul style="list-style-type: none">• Over a two week period, the 9/80 schedule allows employees to work 80 hours in 9 work days. This schedule results in one day off every two weeks. Weeks shall be defined as either Schedule A or Schedule B weeks to help alternate schedules. This biweekly schedule results in one week with Monday through Thursday being four nine-hour days and an eight hour Friday. The second week consists of Monday through Thursday being four nine-hour days with a Friday off.
4.3 4/10 Schedule	<ul style="list-style-type: none">• Employees may request, or be asked, to work a compressed schedule of four ten-hour days when such a schedule is necessary for operational or programmatic reasons. This schedule should be used sparingly and only for cases where there is a strong operational or programmatic driver. The day off can be either a Monday or a Friday. This schedule requires DD approval.

5.0 Work Schedule Considerations

5.1 Work Breaks	<ul style="list-style-type: none">• Work breaks are discretionary. If granted, breaks of up to 20 minutes are counted as work time. Breaks shall not offset other work time or substitute for paid leave, not be taken at the beginning or end of the workday, nor be used to extend meal periods.
5.2 Meal Breaks	<ul style="list-style-type: none">• Any work schedule of six hours or more for an employee must include a meal period of at least 30 minutes in which the employee is substantially relieved of all job duties. Meal periods are not considered time worked nor are they considered time in pay status. Supervisors are required to provide meal breaks as necessary.
5.3 Schedule Changes	<ul style="list-style-type: none">• Employees may request an occasional schedule change that would permit an absence of up to four hours per work day without being charged leave. The employee must make up the time by working an equivalent amount of time on other days during the same work week.• The minimum period for which an employee can be assigned to any of the work schedules described in Section 4.0 is one month. No more than four changes to the assigned work schedule may be made in a calendar year.<ul style="list-style-type: none">○ In addition to the four changes permitted above, a DM may approve an additional schedule change when an employee changes positions.

5.4 Schedule Deviations	<ul style="list-style-type: none"> • A schedule deviation is a temporary change in an employee’s established work schedule to adjust for holidays or to otherwise maintain a 40-hour work week. Examples include: <ul style="list-style-type: none"> – The supervisor knows in advance that an overtime-eligible employee will be required to work more than the usual number of hours on a specific day or days. The supervisor may change the employee’s schedule to work fewer hours in other days in the same work week to maintain a 40-hour work week; – An overtime-eligible employee is required to work more than the usual number of hours on a specific day or days and request and receives permission to work fewer hours on other days in the same work week in lieu of accruing overtime; – A holiday falls on a day when an employee would normally have worked more than eight hours. Because only eight hours are recorded for the holiday, the employee’s work schedule is changed to include additional hours of work on another day in the same work week to maintain a 40-hour work week. • The supervisor is authorized to approve schedule deviations.
5.5 Limitation on Hours	<ul style="list-style-type: none"> • The Facilities Management Division shall not require an employee to work more than 16 hours in a 24-hour period, except in an emergency.
5.6 On Call/Call Back	<ul style="list-style-type: none"> • Details for the On Call/Call Back procedures are provided in Facilities Management Division On-Call Procedure, FM-PROC-200.
5.7 Floating Holidays	<ul style="list-style-type: none"> • The campus remains open and division employees are expected to work as usual on the following holidays: <ul style="list-style-type: none"> – Martin Luther King Day (usually the third Monday in January) – Presidents Day (usually the third Monday in February) – Columbus Day (usually the second Monday in October) – Veterans Day (November 11th) • If these holidays are worked, employees are allowed to take an alternative day(s) off as requested by the employee and approved by their supervisor. Alternate holidays may only be used when earned. • Employees shall use a leave request form to gain approval to use alternative holidays. • Floating holidays shall be used by the end of the Fiscal Year. If not taken by then, they are lost.

5.8 Unscheduled Absences	<ul style="list-style-type: none"> • Employees that are unable to begin or complete their shift due to illness or emergencies must inform their supervisor and the Customer Service Desk no later than 30 minutes after their shift begins. If the employee leaves a voice-mail message, the message should be left with both their supervisor and the Customer Service Desk and identify the employee's name, reason for the absence, a contact number, and the date when they expect to return to work. Third shift is not required to call the Customer Service Desk. • Upon returning to work, the employee shall submit a completed leave form to his/her supervisor as soon as possible after the shift begins. Unreported absences will be considered unauthorized leave and may result in leave without pay.
5.9 Sick Leave	<ul style="list-style-type: none"> • Employees are required to provide a State of Colorado Medical Certificate (or equivalent) completed by a health care provider for any health-related absence of more than three consecutive, full working days. • Sick leave requests for work days immediately before or after a holiday weekend or a previously approved annual leave may not be approved unless the employee provides a State of Colorado Medical Certificate. • Sick leave will be charged to the employee's sick leave balance. If insufficient sick leave is available, the employee will be charged leave without pay. Annual leave may be granted if employee provides a medical certificate.
5.10 Administrative Leave	<ul style="list-style-type: none"> • Administrative leave may be used to grant paid time in situations where the appointing authority wishes to release employees from their official duties for the good of the state. • Administrative leave must be granted for the following: <ul style="list-style-type: none"> – Two (2) hours to participate in general elections if the employee does not have three hours of unscheduled work time during the hours the polls are open – Up to two (2) days per fiscal year for organ, tissue, or bone donation for transplants – To serve as an election judge unless a supervisor determines that the employee's attendance on election day is essential • Supervisors shall submit a request for Administrative Leave by filling out the Administrative Leave Approval Request in Appendix C.
5.11 All Other Types of Leave	<ul style="list-style-type: none"> • Other types of leave are requested using the State of Colorado Leave/Absence Request and Authorization form.

6.0 Working at Home

6.1 Definition

- A work-at-home assignment is any period of time when the employee is in paid work status and has been authorized by the manager to work at the personal residence or another location of the employee's choosing. The following are examples of work-at-home assignments:
 - An employee is assigned to complete a project on overtime and is permitted to perform the overtime work at his/her home
 - An employee is permitted to work at home for one or more days to complete a specific project with a minimum of interruptions
 - An employee is permitted to work at home part-time for a brief period while recuperating from an immobilizing illness or injury
- Work-at-home assignments are of a temporary duration and are not intended to replace the employee's primary work location at the campus.

6.2 Approvals for Work-at-Home Assignments

- ***Exempt (not eligible for overtime) Employees:*** These employees are permitted to work at home with prior written approval from their DM.
- ***Non-Exempt (eligible for overtime) Employees:*** These employees should not be allowed to work at home unless:
 - The DM determines that it is in the best interest of the Department and the DD has approved. Use the Work at Home Approval Form in Appendix B to document DM concurrence and DD approval
 - The DD approves in advance the number of hours to be worked at home and the products to be delivered
 - The employee is required to maintain a detailed record of all time worked at home and to submit this information to his/her DM on a weekly basis, and
 - The employee is paid for all time worked at the residence, including any overtime worked

6.3 Discipline

- Employees who claim hours worked at home without advance written approval and proper documentation of time worked and products delivered are subject to corrective and/or disciplinary action up to and including termination.
- Supervisors who knowingly permit hourly employees to work at home without appropriate approvals are subject to corrective and/or disciplinary action up to and including termination.

7.0 Procedures

7.1 Time Clock Procedure

- Non-Exempt (eligible for overtime) employees must punch in at the beginning of their shift and punch out at the end of their shift. Repetitive failure to punch in and out may result in corrective and/or disciplinary action.
 - The Division Administrator prepares reports for distribution to the DD, the DMs, and Superintendent/Supervisors. The DM, Superintendent or Supervisor should review the report, document the changes, and give it to the Division Administrator for update to the automated payroll system, and file copy.
 - The time keeping system records labor to the nearest one-quarter hour. Employees should not clock in earlier or later than seven minutes from approved shift start and stop times.
-

Appendix A – Work Schedule Approval Form



WORK SCHEDULE APPROVAL

Facilities Management Division

Employee Name: _____ Department: _____

<u>Shift</u>	<u>Start time</u>	<u>End Time</u>	<u>Lunch</u>	<u>Schedule</u>
First	7:30 am	5:00 pm	<input type="checkbox"/> ½ hour	<input type="checkbox"/> 5/40
Second	2:30 pm	11:00 pm	<input type="checkbox"/> 1 hour	<input type="checkbox"/> 9/80
Third	10:30 pm	7:00 am	<input type="checkbox"/> _____	<input type="checkbox"/> 4/10 (requires DD Approval)

I understand that my normal work hours are as follows:

Employee start time: _____

end time: _____

_____ Employee Signature	_____ date
_____ Supervisor Signature	_____ date
_____ Department Manager	_____ date
_____ Division Director (as required)	_____ date

Appendix B – Work At Home Approval Form



WORK AT HOME APPROVAL

Facilities Management Division

I request approval to work at home. The specific information associated with my request is indicated below.

Specific Work Scope:

Hours needed to perform work: _____ straight-time hours and/or _____ overtime hours

Date(s) work will be performed at home: _____

Specific deliverables to be completed: _____

_____ Employee Signature	_____ date
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Recommended for Approval	
_____ Supervisor Signature	_____ date

Concur / Nonconcur	
_____ Department Manager	_____ date

Approved / Disapproved	
_____ Division Director	_____ date

Appendix C – Administrative Leave Approval Form



ADMINISTRATIVE LEAVE APPROVAL

Facilities Management Division

From: _____
(Supervisor)

Date: _____

To: _____
(Department Manager)

1. I Request _____ hours of administrative leave to be granted to _____.
If approved, the administrative leave will be used by the end of the following month.

2. Justification:

Concur / Nonconcur

Department Manager

date

Approved / Disapproved

Division Director

date