

WYOMING DEPARTMENT OF AGRICULTURE
INTERNAL POLICIES

PERSONNEL WORK HOURS/OVERTIME/LEAVE	February, 2012
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Section 1. Work Hours

Regular business hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday.

1. The Department must be open from 8:00 a.m. through 5:00 p.m. and be staffed appropriately to ensure service to the public and other agencies at all times. Every effort will be made by division managers to ensure coverage between 8:00 a.m. and 5:00 p.m. Managers should notify Administration in advance if this coverage will not be possible for their division. In Cheyenne, the Department receptionist should be informed of employees' schedules in order to efficiently direct calls.
2. Each employee is allowed two fifteen-minute work breaks (one in the morning and one in the afternoon); with supervisor's permission, these two breaks can be combined between 9 a.m. and 4 p.m. for one thirty-minute break or combined with a lunch period for the Wellness Initiative. No additional time will be granted for other breaks.
3. The workweek begins at 12:01 a.m. Saturday and ends Friday at midnight.

Section 2. Overtime / Compensatory Time for Non-Exempt Employees. The department allows either payment for overtime or compensatory time off for overtime hours worked by non-exempt employees.

1. All overtime and compensatory time must be approved by the manager/supervisor **BEFORE** the employee actually performs the work. If the employee works overtime without prior approval, the overtime will be paid but disciplinary steps may be taken. If there is an emergency or justifiable reason, overtime may be worked without prior approval, although the manager must be notified as soon as possible.
2. Compensatory time shall be used within three months of its being earned in order to provide less disruption to the operation of the division and the Department. If the comp time cannot be used within that three months' period, the manager may allow an employee to use compensatory time beyond three months with justification from the employee or because of extenuating circumstances.
3. Once approved, according to the State Compensation Policy, managers will honor an employee's request for either pay or comp time except where a division's budgetary or staffing limitations preclude the employee's request. Managers will monitor employees' accrual of comp time and discourage accrual of comp time above a maximum of 40 hours for any single employee.
4. Compensatory time shall be used before taking any vacation leave.
5. The State of Wyoming Personnel Rules and the Compensation Policy both apply to overtime and compensatory time.

6. Overtime or compensatory time request forms must be filled out in duplicate, approved by the supervisor, and submitted to the Administration section.
7. All overtime requests shall be completed for the entire work week, Saturday through Friday, regardless of pay period. These slips may be turned in on a weekly basis, but actual payment date will vary by payroll cut-off dates.

Section 3. Flextime (Chapter 18 Personnel Rules) is at the discretion of each division manager and the Director and by written request (Appendix B).

1. The department's flex band is 6:30 a.m. through 6:30 p.m. with 3:30 p.m. being the earliest departure time; the flex workweek begins at 12:01 p.m. Friday and ends at 12:00 p.m. the following Friday.
2. Lunch period will be ½ to 2 hours (½ hour minimum). This alternative work schedule depends on the mutual agreement of employee, division manager, and director. This schedule can be terminated by the manager or director at any time. This schedule cannot result in any additional overtime or compensatory time.
3. The Department has adopted the State of Wyoming Flex Program Guidelines (Chapter 18 Personnel Rules) with the following changes:

Week 1 - Monday through Friday: 7:00 a.m. to 5:00 p.m. (1 hour lunch) for 45 hours

Week 2 - Monday through Wednesday: 7:00 a.m. to 5:00 p.m. (1 hour lunch) for 27 hours with Thursday 7:00 p.m. to 4:00 p.m. (1 hour lunch) for 8 hours and Friday off for a total of 80 hours.

Employees on maxi flex time will need to take 9 hours of annual or sick leave on 9 hour work days, or work 9 hours on the Thursday before the flex day in order to take 8 hours of annual or sick leave.

Section 4. Other flex arrangements may include employees needing to adjust their schedules for classes or training and in cases where a workday longer than eight hours is the most expedient and cost effective. Again, the employee will seek the division manager's and director's approval in prior to beginning for a schedule.

Section 5. Leave request forms are required on all leave including, annual, sick, compensatory, military, administrative, bereavement, court or other. Leave request forms must be submitted to the supervisor in duplicate; requests for leave of 6 or more working days, leave slips must be submitted a minimum of 2 weeks in advance. After approving and signing the duplicate form, the supervisor returns the copy to the employee and routes the original to the personnel contact.

1. Court Leave.
 - A. An employee required to serve as a member of a jury panel or as a court witness shall be granted leave with pay while serving. A leave request form must be submitted to the supervisor prior to the leave.
 - B. Copies of Jury Summons shall be submitted with the leave request form.
 - C. The employee completing jury duty can retain any compensation received from the court.
2. Family Medical Leave Act.
 - A. The Department follows the State Personnel Rules' criteria for FMLA found in Chapter 10, Section 15.

- B. FMLA provides for leaves of absence to employees if they have worked both 12 months and 1250 hours prior to the use of FMLA. A maximum of 12 weeks of paid and/or unpaid leave is allowed within a 12-month period. The State Personnel Rules stipulate that the leave include sick leave, vacation leave, any other available leave, and donated sick leave with 30 days' prior notice if possible. A certification form is available from the Administrative Manager.
- C. During any FMLA leave the Department shall maintain the employee's coverage under any group health plan on the same conditions as coverage would have been provided if the employee had been continuously employed during the entire leave period. If family member coverage is provided to an employee, family member coverage shall be maintained during the FMLA leave.

3. Military Leave. Employees who are members of the military will be granted up to 15 working days in any calendar year to attend authorized training programs. A leave request form must be submitted to the supervisor along with written orders prior to the leave.

4. Administrative Leave. The WDA is awarded two days (16 hours) of administrative leave per employee per year. If pre-approved by the Director, these leave hours may be awarded for the following types of programs:

- Employee recognition programs
 - Employee of the Month: 8 hours of leave (or prorated if part-time)
 - Department wellness initiatives
 - (1) Blood draws
 - (2) Wellness Initiative award recognizes completing 3 hours/week or 13 hours/month of physical exercise over 6 months with one day of administrative leave.
 - Merit incentive programs at a manager's discretion which has prior approval from the Director
 - Team based recognition – project completion
 - Pre-approved, non-profit community service
 - Family departing or returning from active duty military service (domestic or abroad)
 - To attend military funerals
1. Requests for all administrative leave will be initiated by division manager and forwarded to the Director for approval or disapproval. These requests will contain specific information about the individual employee's contribution to the Department which is to be rewarded and the number of hours to be granted and when.
 2. Individual employees may receive no more than two days per year.
 3. Administrative leave requests must be approved by individual manager and used within the calendar year. Extensions should be approved by manager. These administrative leave hours must also be used before comp time or annual leave.
 4. Administrative Services will track the usage of the hours.

Section 6. Time sheets /Activity Sheets for Non-Exempt Employees including seasonal and AWEC employees. All non-exempt employees are required to submit Time Sheets /Activity Sheets on a weekly or monthly basis.

1. Documentation must include actual hours worked and leave time taken. Managers of each section may require additional information.
2. The employee and the supervisors' signature are required as verification to the accuracy of the hours submitted.

Section 7. Call-back and on-call procedures for non-exempt employees.

1. Call-back: If the supervisor calls a non-exempt employee back to work during other than normally scheduled hours, that employee shall be paid for a minimum of two hours worked. Only the actual hours worked shall be used to determine total workweek hours.
2. On-call: If the supervisor schedules an employee to be subject to call, that employee shall be paid \$1 per hour for the time period the employee is schedule to be "on-call" to return to work. If the employee is called back to work, then the call-back policy applies: a minimum of two hours' pay but only the actual hours worked shall be used to determine total workweek hours.
3. Either "call-back" or "on-call" shall be clearly delineated on the employee's time schedule in order to be properly compensated.