

## **DEC GUIDELINES FOR PARTICIPATION IN THE COMPRESSED WORK SCHEDULE PILOT**

The Department is undertaking a pilot program in Central Office where, over a six-month period, selected employees may work a compressed work schedule. At the end of the six-month pilot, the effects of the compressed work schedule will be evaluated by a committee including Division Directors (or their designees) from those Divisions participating in the pilot, and the Albany Pollution and Energy Reduction Committee (PERC)\*. Also at that time the committee will consider the option of extending the pilot project for an additional period or finalizing the program. No employee will be required to work a compressed work schedule. Employees who wish to retain their current hours may do so.

The normal business hours of the Department are 8:30 a.m. to 4:45 p.m. When approving a compressed work schedule, supervisors are responsible for ensuring that staff are available to serve the public during these hours.

### Criteria for Participation

Participation in the compressed work schedule program is voluntary. It will be open to all Central Office employees of the Department of Environmental Conservation who meet all of the following criteria:

1. The employee's scheduled absence will not interfere with his/her ability to perform his/her job function as it relates to work production (including supervisory responsibilities) including their interaction with the public, other governmental agencies, supervisors, and other staff members;
2. The employee's time and attendance history is satisfactory and reliable;
3. The employee's work performance is satisfactory;
4. The employee may at times be relied upon to perform his/her duties without direct supervision;
5. The assignment of employees to the compressed work schedule and the subsequent assignment of the pass day will be made on the basis of seniority, all other considerations being equal;
6. The approval of a compressed work schedule will not alter the existing shift assignments, or the Voluntary Reduction in Work Schedule (VRWS) schedules of other employees within a bureau or work unit, except by the mutual agreement of the affected employees and their supervisors;

7. An employee participating in the Compressed Work Schedule program shall not participate in a concurrent Telecommuting and/or VRWS program.
8. A designated line of supervision must be established and available.

### Scheduling Requirements

1. Participants must be regularly scheduled to work full time in each payroll period.
2. Each payroll period begins on the first day (Thursday) of a pay period and ends two (2) weeks later on a Wednesday.
3. A participant's regular schedule should not exceed 40 hours in any one (1) week (Thursday through Wednesday) of a payroll period.
4. The additional pass day will be determined by mutual agreement between the participant and supervisor. This pass day shall be the same day in each compressed work schedule cycle.
5. Work schedules - (see attached Compressed Pay Period Application form for possible weekly schedules).
6. The work schedule may be modified or adjusted according to the Comptroller's Rules and Regulations or as pursuant to the various collective bargaining Agreements between NYS and the appropriate bargaining unit.

### Application Procedures

1. An interested employee shall submit an application, identifying their proposed choice of a work schedule to his or her immediate supervisor, who will approve, modify or disapprove the application.
2. A supervisor's approval or disapproval of the application shall be based on the criteria for participation as outlined in these guidelines, and their analysis of the impact of the proposed work schedule on the operational needs of the work unit. The application then goes to the Bureau Head.
3. The Bureau Head's approval or disapproval of the application shall be based on the criteria for participation as outlined in these guidelines, and their analysis of the impact of the proposed work schedule on the operational needs of the Bureau. The application then goes to the Division Director.

4. The Division Director's approval or disapproval of the application shall be based upon the criteria for participation as outlined in these guidelines, as well as concern for the potential impact on the overall operations and mission of the Division. The Division Director's approval or disapproval shall be final.
5. The Division Director's office must submit all approved applications to the Personnel Office two (2) weeks before the compressed work schedule is scheduled to begin.

#### Opting Out Procedures

1. An employee and supervisor may, by mutual agreement, terminate the employee's participation at any time.
2. Upon two (2) weeks prior notification, an employee may withdraw from the program.
3. Upon two (2) weeks notification, a supervisor may withdraw an employee's approval to continue participation in the program.

#### Time Record Considerations

1. The top of the Time and Activity Record should clearly be labeled "Compressed Pay Period" in the blank space above "NAME".
2. The pass day should be recorded on the Time and Activity Record by writing in "P.D." for the appropriate day off.
3. When a holiday falls on an employee's scheduled pass day, the employee earns 7.5 hours of Holiday Leave. This leave should be recorded as 7.5 hours of accrued leave in the "Holiday" column of the time record.
4. When a holiday falls on an employee's scheduled workday, 7.5 hours should be recorded in the Legal Holiday row per current procedure. In addition, the employee must charge the difference between 7.5 hours and the number of hours he/she was scheduled to work as follows:
  - During the 40 hour workweek, overtime ineligible employees should charge ½ hour to either Vacation, Personal Leave, Other or Holiday Leave.
  - During the 35 hour workweek, overtime ineligible employees should charge 1 1/4 hours to either Vacation, Personal Leave, Other or Holiday Leave.
  - During the 35 hour workweek, overtime eligible employees should charge 1 1/4 hours to either Vacation, Personal Leave, Overtime, Other or Holiday Leave.

5. All accruals must be charged in units of no less than a 1/4 hour.
6. All leave time taken must be charged to accruals equivalent to the number of hours scheduled.
7. Leave credits will be earned at the same rate as the employee would otherwise earn leave credits.
8. Employees who work approved overtime will receive:
  - non-compensatory time for time worked which does not exceed 40 hours in the pay week. (Thursday through Wednesday).
  - paid overtime for time worked in excess of 40 hours during the pay week (Thursday through Wednesday).
9. For duration of pilot program, original timesheets of CPP participants will be submitted by Time & Activity Coordinators to Marline Agnew of Personnel Office, 10<sup>th</sup> Floor.

\*The Albany Pollution and Energy Reduction Committee is a Labor/Management committee comprised of representatives from the Public Employees Federation, the Civil Service Employees Association, the Employees Relations Office, and selected Central Office Divisions.

Date: February 11, 2002