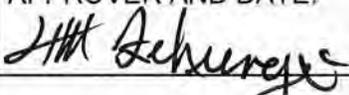


<p style="text-align: center;">STATE OF OHIO</p>  <p style="text-align: center;">DEPARTMENT OF NATURAL RESOURCES</p>	<p>SUBJECT: WORK SCHEDULES, TIME & ATTENDANCE RECORDS, AND PAY POLICY</p>	<p>PAGE <u>1</u> of <u>10</u> PAGES</p>
	<p>RULE/CODE REFERENCE: ORC §124.01, ORC §124.18, OAC §123:1-44-01, OAC §123.1-35-05, ORC §1501.01, ORC §4111.14, Ohio Constitution Article II (34)(a), Fair Labor Standards Act</p>	<p>SUPERSEDES: Work Schedule Policy 12/01/01 Sign-In/Sign-Out Policy 06/15/11 Pay Policy-Procedure 11/01/11</p>
	<p>PURPOSE: To establish minimum requirements related to ODNR State scheduling, attendance policies, recordkeeping practices, and pay policies.</p>	<p>EFFECTIVE DATE: 07/01/2014</p> <p>REVISION DATE: N/A</p>
	<p>APPOINTING AUTHORITY: ORC §1501.01 ODNR Director</p>	<p>APPROVER AND DATE: </p>

This policy applies to all Ohio Department of Natural Resources ("ODNR") employees, and in no way supersedes the negotiated language in the applicable collective bargaining agreements.

I. DEFINITIONS:

TERM	DEFINITION
Core business hours	Established hours of the day and week during which all Divisions of the ODNR must be functionally staffed. Division core business hours are defined as Monday through Friday, from 8:00am – 5:00pm each day.
Approved regular work schedule	An employee's assigned daily work hours and weekly schedule approved by their manager or supervisor.
Compressed work schedule	An employee authorized to regularly work less than five eight-hour days each week has been granted permission to work a "compressed workweek." While agencies should not generally grant compressed work week schedules for a large number of staff, it may make sense to allow some employees to work fewer than five 8-hour days each week. An employee who routinely works a schedule of four 9-hour days and one 4-hour day or four 10-hour days is said to have a compressed workweek schedule. This sort of compressed workweek schedule must be approved by the Division/Office Chief or Designee and may be approved only when core hours will be adequately covered and agency customer needs can still be adequately met after implementation of the proposed compressed workweek schedule.
Flextime	A modified day to day schedule that is an adjustment from core business hours. Flextime shall only be utilized as a method by which an employee, with prior approval of their supervisor, can adjust their regularly approved schedule to accommodate changes that are driven by the employee.
Telework	The ODNR has not adopted a teleworking policy at this time.
Two-week pay	A fixed and regularly recurring period of 14 consecutive calendar

period	<p>days which begins at 12:01am** Sunday on the first day of the two-week pay period and ends at 12:00am** Saturday on the last day of the two-week pay period.</p> <p>**For employees subject to the FOP/OLC contract, the beginning time is 12:00am Sunday on the first day of the two-week pay period and the end time is 11:59pm Saturday on the last day of the two-week pay period.</p>
Work Week	<p>A fixed and regularly recurring period of 7 consecutive calendar days which begin 12:01am** Sunday on the first day of the work week and ends at 12:00am** Saturday on the last day of the work week.</p> <p>**For employees subject to the FOP/OLC contract, the beginning time is 12:00am Sunday on the first day of the work week and the end time is 11:59pm Saturday on the last day of the work week.</p>
Workday	<p>The period between the day and time an employee begins a work shift/ activities and the day and time at which this same work shift/activities end. In the event that a workday spans two consecutive days, the hours for the workday shall be deemed to have occurred all on the beginning workday for purposes of completing timekeeping records and other payroll recordkeeping documents.</p> <p><u>Example</u>: An employee begins work at 8:00pm on day #1 and ends work at 4:00am on day #2. For purposes of timekeeping and payroll recordkeeping documents, the total of 8 work hours shall be listed only on day #1. When using a Sign-in/Sign-out Form (DNR 1206), the ending date and time shall be recorded on the same beginning date form – a second Sign-in/Sign-out Form (DNR 1206) should not be used. Exact start and end times must always be recorded without “rounding,” and all times shall include an “AM” or “PM” designation to ensure clarity of hours worked.</p>
Tardy	<p>Failure to report to an employee’s assigned work area and be prepared to start work at his or her scheduled start time, including returning from breaks and meal periods.</p>

II. PROCEDURE:

1. Timekeeping Records Requirements:

Timekeeping information that the ODNR and each Division is required to record to comply with both the Fair Labor Standards Act and state requirements, which include but are not limited to:

- a. The specific times of the day that the employee begins and ends work on any given day, including times which the employee must sign-in and sign-out for periods of non-paid activities.
- b. The destination for periods when an employee must sign-out to a location other than their regularly assigned work location.
- c. The total hours and minutes the employee has worked each day.
- d. The total number of hours and minutes the employee has worked each week.
- e. The total number of hours and minutes the employee has worked for each two-week pay period.
- f. Timekeeping information may be recorded by means of two or more of the following:

- i. A [Sign-in/Sign-out Form \(DNR 1206\)](#)
 - ii. "eTARS" Time and Activity Reports (manual or electronic entry);
 - iii. [Voice Radio & Mobile Data Communications Directive](#);
 - iv. Daily Logs
 - g. Aggregate hours worked by an employee will not satisfy the above listed requirements.
 - h. Timekeeping records submitted by an employee must be approved by the employee's supervisor or designee prior to submission for payroll processing. For auditing purposes, the supervisor shall verify the accuracy of the submitted time reporting records by reviewing all submitted documents, including but not limited to the sign-in/sign-out forms, leave slips and daily logs within five (5) days of payroll processing or within 5 days of returning to work.
2. Approved Regular Work Schedule:
The ODNR must observe established core business hours to ensure appropriate levels of customer service and operational needs are met. At a minimum, all Divisions/Offices of the ODNR must ensure that they are adequately staffed to perform all of their business administrative functions for both internal and external customers during these core business hours. Business administrative functions may include, but are not limited to, answering telephones, responding to inquiries from the public and other state agencies, and meeting operational objectives. Each Division/Office Chief or Designee has the delegated authority to approve the daily/weekly schedules for their Division assigned staff members based on the intent and criteria outlined in this policy/procedure.

Based on the operational or business needs of an ODNR Division/Office, it may be beneficial for the Division to extend their customer service hours, especially for those Divisions/Offices that provide customer service to the general public. Once an ODNR Division has ensured that it is adequately staffed from 8:00am to 5:00pm, it may offer employees an alternative work schedule (flextime or compressed) that offers flexibility in the scheduling of hours worked. The decision to offer a flexible work schedule during non-customer service hours remains solely at the discretion of the appointing authority, and may not be available to customer service and/or business essential work groups. ODNR Division leadership retains the right to determine when alternative work schedules are practical and to adjust the number of employees approved for such schedules as appropriate. Service to the public and administrative support services within the agency will be of controlling and paramount importance. At the discretion of a Division/Office Chief, a Division/Office specific policy/procedure may be developed, but must incorporate all the major elements and/or requirements set forth in this policy/procedure and a copy sent to the Office of Human Resources.

Management shall determine hours of operations, and assign work schedules of employees consistent with civil service and collective bargaining agreements. Management will also ensure employees are notified of their work schedule. Employees shall not modify their work schedule without prior approval of the employee's manager or supervisor. Each Division/Office shall complete an annual review of all flextime and compressed workweek work schedules during the fourth quarter of the fiscal year to ensure that customer service and business operational needs are being met.

3. Alternative Work Schedules: Alternative work schedules, for the purpose of this policy, **do not** include staff assigned to operations or locations where the above defined core

business hours are not applicable. These non-core business operations' schedules shall be assigned by the manager or supervisor based upon operational requirements.

Should an ODNR Division/Office subject to the above defined core business hours of operation elect to offer employees an alternative work schedule, the following options are available:

- 3.1. Flextime. An employee may obtain authorization to "flex" his or her work schedule by obtaining authorization to do any of the following:
 - a. Obtain permission to work, on any given day, his or her typical number of hours at times which differ from the employee's normal work hours. For example, an employee who normally works from 8:00am to 5:00pm might be authorized, on a certain day, to work from 7:00am to 4:00pm instead.
 - b. Obtain permission to work, on a regular basis, his or her typical number of hours each day at times which differ from the core hours of the agency. For example, an employee at an agency with core hours from 8:00am to 5:00pm might obtain permission to have a long-term work schedule from 7:00am to 4:00pm instead.
 - c. Obtain permission to work, during any given week, fewer (or no) hours on one day that week, with the missed hours made up on one or more other days that week. For example, an employee might be authorized, for that week, to work ten hours on each of four days or might be authorized to work 9 hours on four days and four hours on one other day that week.

Accordingly, employees who routinely work five days each week may request modifications of the hours they work on each of those days. The employee's manager may approve, consistent with meeting agency customer needs, alternative forty-hour schedules at variance from the agency's core hours. Managers may, at their discretion, authorize periodic adjustments to an employee's daily arrival and/or departure time, different start or departure times on different days, or different numbers of hours on different days. Managers authorizing a long-term modification to a five day per week employee's start and/or departure time should provide a record of that authorization to the Office of Human Resources. Managers approving flextime schedules must be certain that supervisory personnel have established means of assuring employee productivity during non-core hours. Each Division/Office electing to offer flextime schedules must submit a flextime policy to the Office of Human Resources.

Flextime is a privilege and not a guaranteed right, and may be denied in the future if required to meet core business hours' coverage, operational needs, or other business needs identified by the supervisor.

Bargaining unit and overtime eligible exempt employees must ensure that they complete the total number of required weekly hours within the same week in which they utilize flextime or request available leave. Overtime exempt employees must ensure that they complete the total number of required bi-weekly hours within the same two-week pay period in which they utilize flextime.

- 3.2. Compressed Workweek. Employees may be assigned to work full-time hours in less than the traditional 5-day workweek by increasing daily hours worked. ODNR Divisions should use a compressed workweek schedule only when a specific

business process warrants such a schedule. Adequate staffing levels must be maintained for any office and/or section authorizing compressed work schedules. Legitimate business or operational purposes may include, but are not limited to, requirements for additional field related work due to seasonal operational need, payroll processing, and licensure or registration sales. The use of a compressed workweek schedule as a performance reward or for recruitment and retention purposes does not constitute a "specific business process" and should not be approved by an ODNR Division/Office. In most situations, personal circumstances should not be a factor in the decision to utilize a compressed workweek schedule. If you believe there are extraordinary, temporary personal circumstances that warrant such a schedule, please consult with the Office of Human Resources prior to implementing such a schedule. Each Division/Office electing to offer a compressed workweek schedule must submit a compressed workweek policy/proposed schedule(s) to the Office of Human Resources.

Example: A compressed workweek schedule may be appropriate if a specific payroll process requires an employee to work long hours Monday - Thursday, but does not require the employee to work as many hours while the system uploads the data on Friday.

Should a compressed work schedule be implemented, the compressed work schedule is not a guaranteed right and may be withdrawn, if required by core business hours' coverage, operational needs, or other business needs identified by the manager or supervisor. Each Division/Office electing to offer compressed workweek schedules must submit a compressed workweek policy/proposed schedule(s) to the Office of Human Resources.

- 3.3. Revocation: Operational needs and requirements are valid criteria for authorizing or revoking an approved modified work schedule (i.e. flextime, compressed work schedule, etc.), subject to the notice requirements contained within the respective collective bargaining agreements. This may include work weeks that include a holiday.
- 3.4. Division/Office policies must address the following:
 - a. Ensures core business hours and operational needs are being met and are improved by utilizing alternative work schedules;
 - b. Request and approval processes are implemented and followed;
 - c. Operational needs are being met during holiday weeks
4. Lunch Breaks: No employee will be routinely permitted to eliminate lunch periods for the purpose of shortening their workday or work week. All full-time ODNR employees will take a minimum thirty (30) minute unpaid lunch period near the midpoint of each day unless exempted by a collective bargaining agreement. This directive shall include all ODNR employees working less than a full-time schedule who work at least a standard eight (8) hour day.
5. Rest Breaks: A paid rest period of not more than fifteen (15) minutes shall be granted to each employee for every four (4) hours of regularly scheduled work performed except during an unusual or emergency situations beyond the control of the ODNR. Such rest periods shall be taken during a time detached and separate from both the employee's lunch break and the beginning/end of the work day/shift. The break shall be scheduled

by the employee's manager and supervisor, and whenever practicable, shall be taken near the midpoint of each half-shift. Per the ODNR Health and Wellness Alternative Program Policy, employees, with prior supervisory approval, may combine a lunch hour with the designated morning and afternoon break times for a total of 90 minutes.

6. Tardiness: Attendance and punctuality are very important parts of an employee's job performance. Tardiness can place a burden on other team members required to perform another employee's duties, can cause scheduling problems for its work location or Division/Office, and can adversely affect the ODNR's ability to serve its customers. For these reasons, excessive tardiness will not be tolerated. The expectation is that employees will arrive to work as close to their scheduled starting time as possible and will depart the premises upon completion of their workday and will not remain on ODNR premises except for recreational purposes (e.g. hunting, fishing, and other private activities afforded to the public).
 - 6.1. Employees are expected to be at their work location prepared to start work when their assigned regular work schedule is to begin. Beginning and end of lunch breaks, rest breaks, and end of the work day should also strictly comply with the employee's assigned regular work schedule. An employee shall be deemed to be tardy when arriving to work after their assigned regular work schedule, and when returning from lunch or rest break later than scheduled.
 - 6.2. If an employee must be late in arriving for or returning to their assigned regular work schedule, the employee must notify their supervisor as soon as possible, but no later than fifteen (15) minutes prior to the employee's regularly scheduled start or return time. Employees shall follow their Division/Office call-in/off procedure; however, if no Division/Office policy exists, the employee must contact their supervisor themselves unless the employee is physically unable to call. Employees should be prepared to state the reason or nature of the tardiness, and anticipated arrival time.
 - 6.3. In the case of an emergency, where notification is not possible at the time, the employee must contact their supervisor as soon as the emergency has subsided. Late notification will be excused only in cases of emergency or other unusual situation.
 - 6.4. Regular and timely attendance is of prime importance for all ODNR employees. In fairness to all, employees with poor attendance and/or punctuality records will be subject to disciplinary action up to and including termination.
 - 6.5. Accrued leave balances, flextime, or compressed work schedules to resolve the lost time due to tardiness requires the prior approval of the employee's manager or supervisor, and is at the sole discretion of the manager or supervisor.
 - 6.6. Where operationally feasible with no loss of customer service, management may adopt an adjustable start time to allow employees to begin work fifteen (15) minutes before or after a designated starting time and then flex their end of workday time accordingly. Since this scheduling method may not be conducive to all workplace environments or operational needs, an adjustable start time option will be offered at the sole discretion of management. Furthermore, seasonal

variations and the effect of season holidays on operational needs and requirements are valid criteria for authorizing or revoking an approved adjustable start time schedule, subject to the notice requirements contained within the respective collective bargaining agreements.

6.7. It is not the intent of this policy to establish unreasonable or unenforceable standards regarding tardiness; however, repeated or regular tardiness or failure to timely report for work after any unauthorized absence will result in progressive discipline up to an including removal.

7. Timekeeping and Recordkeeping: It is the policy of the ODNR that all employees who report in to a daily work location must use the daily [Sign-in/Sign-out Form \(DNR 1206\)](#). These sheets are to be maintained in an accessible area for appropriate monitoring by the manager or supervisor. The employee is responsible for logging the exact sign-in and sign-out times, in ink, at the beginning and end of the work day and all lunch and other non-paid periods. Employees shall not pre-fill their sign-in/sign-out forms or have another employee complete the form on the employee's behalf. The employee must record the exact time of commencement of work activities, and the exact time of the end of work activities at the end of the day. In addition, all departure and return times and destination to and from meetings, field visits and/or inspections, and all other activities outside of the assigned work location, and beginning and ending times of unpaid lunch breaks and other unpaid activities must be recorded. Should the employee elect to remain in the building for an unpaid break or period, the employee should record their location in the building to ensure safety protocols are met. These records are to be maintained in compliance with DAS and ODNR records retention protocols and policy.

Employees not assigned to report to a daily work location will be subject to Division specific policies and directives, including (if applicable) the logging in and logging out requirements of the [Voice Radio & Mobile Data Communications Directive](#).

8. Pay Procedure: Employee earnings are paid biweekly on alternate Fridays by direct deposit or warrants, and the State pays its employees on a two-week delay. Employees' pay shall be computed on a one-tenth (1/10) of an hour basis. Payroll deductions required by law or voluntarily requested by an employee are automatically deducted from his/her bi-weekly earnings. Involuntary deductions may be required; (e.g. an employee's pay can be garnished by Court Order through the Department of Administrative Services ["DAS"] or by Federal Levy issued by the Internal Revenue Service through DAS.)

In cases when an employee is paid any benefit or payment to which the employee is not entitled, the benefit shall be repaid to the employer. If the employee fails to make the repayment, the amount due may be withheld from future earnings or the employer may collect the amount in any other manner provided by law. Employees shall report any improper payments to their Division/Office payroll section as soon as they become aware of them.

- 8.1. Timesheets: At the end of each two-week pay period, each employee is required to submit in either hard-copy or electronic format an Activity Report or timesheet (eTARS) with accompanying approved leave requests for the associated time period. All such timekeeping records and reports must accurately reflect (i.e. daily,

weekly, and biweekly) the employee's hours worked and all approved leave taken and all earned compensatory time during the pay period. Each time sheet and required record must be signed by the employee and submitted to the employee's supervisor or designee in case of supervisor absence. Each employee is responsible for ensuring that their time sheets and other mandated time and activity records are submitted in accordance with established Division/Office policy. For payroll processing, timekeeping records must be approved by the employee's supervisor or designee prior to submission. For auditing purposes, the supervisor or designee shall verify the accuracy of the submitted time reporting records by reviewing all submitted documents, including but not limited to the Sign-in/Sign-out forms, leave slips, and daily logs within five (5) days of payroll processing. Falsification of time records is subject to discipline and up to and including removal. Any changes to an employee's timesheet that are requested after the supervisor has already approved and submitted the time must be documented in writing and maintained in the payroll file. The DNR timesheet and the OAKS timesheet should be the same.

- 8.2. Direct Deposit: In order to comply with the mandate of OAC 123:1-35-05, all covered State of Ohio employees must have their pay directly deposited into a financial institution of their choice.
- a. Any employee selected or appointed to a position shall within two (2) weeks of employment either submit the required documentation to authorize the direct deposit of the employee's compensation into a financial institution of the employee's choice or submit it into a financial institution designated by the Office of Budget & Management.
 - b. An employee who has authorized the direct deposit into a financial institution of the employee's choice that has had such direct deposit authorization cancelled for any reason shall within two (2) weeks of such cancellation authorize the direct deposit of the employee's compensation into another financial institution of the employee's choice.
- 8.3. Employee Data: It is the responsibility of each employee to provide a physical address for the purposes of payroll processing. It is also the employee's responsibility to ensure that their Division/Office payroll section is kept apprised of any employee data changes (e.g., name, tax, address changes, etc.). Employees are responsible for reviewing their pay checks for errors and reporting any discrepancies to their Division/Office payroll section immediately.
- 8.4. Leave Availability: Leave shall not be deemed to have been accrued and available for use until the advice issue date listed on the payroll record. Employees shall not utilize leave within the pay period it is accrued. Employees may utilize leave which has been accrued in previous pay periods only when such leave becomes available.
- 8.5. Salary Deductions: Like all state agencies, the ODNR is subject to the Fair Labor Standards Act (the "Act"), which regulates certain payments of wages. The Regulations promulgated in support of the Act govern the ability of employers to make deductions from employee pay checks. The Department makes every effort to abide by the provisions specified in Section 542.602 (a) of the Regulations.

If any employee believes that any improper deduction was made by the ODNR, the employee should immediately report the alleged improper deduction or short-pay to their Division/Office payroll section. The improper payment will be fully investigated and the employee will be reimbursed for the deduction if the investigation reveals that it was improper.

Employees may view their paychecks the Monday before pay-day at MyOhio.gov.

8.6. Earning Statements (Pay Stubs): Individuals receiving a direct deposit (EFT) will no longer have the discretion of receiving a hard copy pay stub at the end of each pay period (i.e. pay day).

8.7. Check Cashing: Payroll checks or warrants are not to be cashed prior to the date the funds are available (i.e. the pay advice issue/check date), which is usually the second Friday of the pay period. Failure to comply may result in a delay in the release by OBM of all payroll checks or warrants to ODNR until the aforementioned pay day which will in turn delay distribution to ODNR's various field locations.

III. RESPONSIBILITIES:

POSITION OR OFFICE	RESPONSIBILITIES
Employee	<ul style="list-style-type: none"> A. Read and comply with policy. B. Complete all required timekeeping records and payroll documents pursuant to this policy and all additional cited policies. C. Proactively communicate questions, concerns and issues to the appropriate contact listed below. D. Complete all associated policy training in a timely fashion.
Supervisor	<ul style="list-style-type: none"> A. Monitor workforce, ensure compliance by employees, and report violations to Human Resources – Division Liaison. B. Proactively communicate questions, concerns and issues to the appropriate contact listed below. C. Ensure employees have access to and successfully complete any necessary ELM training in a timely fashion.
Administration	<ul style="list-style-type: none"> C. Conduct periodic audits to ensure full compliance with this and all additional cited policies.
Office of Human Resources	<ul style="list-style-type: none"> A. Provide education and inquiry support, as needed. B. Annually review this and all additional cited policies and update as appropriate. C. To process violations of the policy according to the disciplinary process and grid and the collective bargaining agreement(s).

IV. RESOURCES:

Division/Office flextime policies
[Health and Wellness Alternative Program \(HWAP\) Policy January 9, 2006](#)
[DAS Time & Attendance Memorandum Dated February 5, 2008](#)
[DAS Time and Attendance Clarification for Bargaining Unit Employees April 23, 2008](#)
[DAS Alternative Work Schedules Memorandum Dated November 18, 2008](#)
[FCC Rules and Regulations](#)
[DAS Policy MPP-15.0 Interoperability Talk Groups](#)
[Ohio LEADS Rules September 1, 2011](#)
[Ohio IT Standard ITS-SEC-02](#)
OCSEA/AFSCME Contract
FOP Contract

V. CONTACTS:

SUBJECT	OFFICE	TELEPHONE	EMAIL/URL
Policy Issues	Office of Human Resources – Labor Relations Section	(614) 265-6981	Email: HR Labor Relations

Related Department Forms:

[Sign-in/Sign-out Form \(DNR 1206\)](#)
[Activity Report Form \(DNR 0417\)](#)



Ohio Department of Natural Resources
Daily Time Recording Sheet

(DNR 1206 06/2014)



Date (mm/dd/yyyy): ____ / ____ / ____

This is an official ODNR document. You must have supervisor approval to work through your meal period and you must document it on this form by writing "no lunch" in spaces provided.

Name (Print name legibly)	Work Day Start Time	Time Out	Time In	Work Day End Time												
¹ Destination(s):																
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(¹ Destination must be listed whenever working away from a regularly assigned work location. List "off site" when taking meal periods, doctor's appt's, etc. away from a work location.)