



State of Oklahoma
Oklahoma Department of Agriculture, Food, and Forestry

Policies and Procedures
Work Schedule

Effective Date of Policy: 12/31/2018	Next Scheduled Review: 12/1/2019
Last Reviewed: 12/1/2018	Policy Number: ODAFF-01
Approved: Jim Reese	Approval Date: 12/21/2018

A. Work Schedule / Normal Office Hours

Employees shall be present at their duty station during scheduled work hours or at such other locations as directed by a supervisor. Normal office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, with one hour for lunch. All the time that an employee is actually at work or is required to be on duty and cannot use the time for his or her own purpose shall be included when calculating hours worked. However, not all time shall be counted as working time. For example, lunch breaks are not counted as working time.

B. Established Individual Workweek Form

Each employee shall complete an Established Individual Workweek Form at the beginning of employment. The Established Individual Workweek Form defines scheduled hours for each employee. The Established Individual Workweek Form may be modified from time to time with a supervisor's approval.

Established Individual Workweek Form

C. Flex-time

Employees may be considered for alternative work scheduling (flex-time) on a case-by-case basis, where work schedules have been shown to accomplish both work and personal goals, to provide coverage for individual department operations, and to serve the agency as a whole with increased productivity at no expense to quality output.

All employees are expected to be at work during normal office hours unless approval is granted for a flexible work schedule, approved leave, or workweek adjustment. Flex-time allows the employee to adjust the starting and ending time of a workday without changing the total number of hours worked in a day. Flex-time employees shall arrive 7 a.m. to 9 a.m. and depart 3:30 p.m. to 6 p.m.

D. Compressed Workweek

Employees may be considered for a compressed workweek on a case-by-case basis, where work schedules have been shown to accomplish both work and personal goals, to provide coverage for individual department operations, and to serve the agency as a whole with increased productivity at no expense to quality output. Only division directors may approve a compressed workweek schedule.

The compressed workweek permits the employee to work four 10 hour days per week or some other regular schedule with a specified consistent day off each week or every other week. Employees on a compressed workweek schedule must work the day before or the day after a holiday (or use leave). Failure to record hours worked or leave used will result in no holiday hours awarded to the employee. All employees are expected to be at work during scheduled hours unless approval is granted for approved leave or a workweek adjustment.

E. Lunch and Breaks

Employees are required to take a lunch period consisting of no less than 30 minutes for each six hour period of work. Lunch periods are unpaid and employees are not permitted to work through lunch periods. Accordingly, lunch periods shall not be recorded or reported as hours worked. Division directors may waive the required lunch period if extraordinary circumstances do not permit the employee to take a lunch period or the employee is required to perform his or her official duties while eating. Employees are also permitted to take two paid breaks during each shift, one 15 minute break in the morning and one 15 minute break in the afternoon.

F. Compensatory Time / Overtime Pay

Many ODAFF employees are classified as "exempt," meaning the employee is exempt from certain overtime requirements of the Fair Labor Standards Act (FLSA), 29 U.S.C. § 201 et seq.. Typically, "exempt" employees work in a supervisory role or professional capacity as defined by the FLSA. All other ODAFF employees are classified as "non-exempt," meaning the employee is not exempt from the overtime requirements of the FLSA. If an employee has any questions about his or her status, the employee should ask a supervisor.

Non-exempt employees who work more than 40 hours during a given workweek accrue compensatory time at the rate of one and one half hour for each hour of overtime worked. An employee may not use any form of leave to earn compensatory time. For example, an employee is scheduled to work 8:00 a.m. to 5:00 p.m. with on hour for lunch. The employee arrives at 7:30 a.m. but is released on administrative leave at 3:00 p.m. due to inclement weather. The employee should report 6.5 hours worked and 1.5 hours of administrative leave.

Supervisors shall approve time worked in excess of forty hours in advance. Working overtime without a supervisor's prior approval is cause for disciplinary action. Exempt employees who work more than 40 hours during a given workweek may accrue compensatory time on an hour for hour basis. A supervisor may deny the accrual of compensatory time for an exempt employee.

Overtime should be approved only in those cases where excessive hours of work are necessary because of weather conditions, necessary seasonal activity, emergencies, or special short term projects. Each division director is responsible for the manner in which overtime is authorized. It is equally

important to control unauthorized overtime. Unauthorized work shall be counted as hours worked. If the supervisor should have stopped the work but did not or if the supervisor knew or had reason to know of unauthorized overtime, the supervisor may be subject to discipline.

Division directors are responsible for internal controls which will provide a means of reviewing and evaluating the use of overtime. Supervisors are responsible for adjusting employee's work schedules within an established work week to avoid overtime usage. Employees are responsible for adhering to the forty (40) hour work week whenever possible. If overtime appears necessary, the employee shall obtain approval through the chain of command. Overtime hours worked without proper approval shall be cause for disciplinary action.

With the exception of certain Forestry Division workers, employees may accumulate no more than 240 hours of compensatory time. Employees of the Forestry Division that are working in "Wildland Fire Response" may accumulate 480 hours of compensatory time.

Compensatory time expires six (6) months from the date it was acquired. Employees shall use compensatory time before it expires and shall, with a supervisor's approval, adjust their work schedule so that compensatory time is used before it expires. Further, compensatory time accrued by an employee shall be used in lieu of and prior to annual leave for any work absence (other than sick leave) if compensatory time is available to the employee. Typically, non-exempt employees are paid for expired compensatory time and exempt employees are not paid for compensatory time.

The Commissioner of Agriculture may authorize overtime pay to employees that work more than 40 hours during a given workweek in extraordinary circumstances or during an emergency event. Overtime pay shall be calculated in accordance with the FLSA.

G. Travel to and from Work

Normal travel to and from work is not compensated regardless of whether the employee has a fixed duty station or is assigned to different job sites. Field employees shall begin each work day as designated by a supervisor.

Policy ODAFF-12: Travel shall apply to hours worked while an employee is in "travel status," e.g., in-state and out-of-state travel.

H. Emergencies

In the event an employee is called to work due to an emergency including but not limited to fighting fires, livestock investigations, or animal disease outbreaks, an employee's work time shall begin immediately upon responding to the request for action. Otherwise, the other provisions of this policy (lunch and breaks, for example) shall apply normally.

I. Division Director's Responsibilities

Division directors are required to take into account the staffing needs of their unit when approving employees for the flex-time and compressed workweek schedules. Division directors shall staff their

division to provide coverage and service to customers during normal office hours, from 8:00 a.m. to 5:00 p.m. Monday through Friday.