YOUTH SERVICES
POLICY

Title: Flexible Work Schedule	**Type:** A. Administrative **Sub Type:** 2. Personnel **Number:** A.2.50
	Page 1 **of** 6
References: Civil Service Rules, Chapter 11; La. R.S. 1:55(B)4	
STATUS: Approved	
Approved By: *James Bueche, Ph.D., Deputy Secretary*	**Date of Approval:** 09/24/2019

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

It is the philosophy of YS that flexible work schedules helps employees balance work and family responsibilities. Flexible scheduling allows employees to have more control over their working conditions while maintaining an efficient and effective work organization. The agency recognizes, however, that not all jobs lend themselves to flexible work options. Employees must recognize and accept that the agency's operational and staffing needs take precedence over individual desires; therefore, not all units will provide employees choices for flexible scheduling of regular work hours. Unit Heads shall periodically review work hours and schedules to evaluate the feasibility of flexible schedules within their units.

III. APPLICABILITY:

This policy is applicable to all YS employees whose job requirements allow flexible work schedules as determined by Unit Heads and approved by the Appointing Authority. The participation of certain employees in this policy, such as school staff, for example, may be limited or restricted.

IV. DEFINITIONS:

Appointing Authority - The agency, department, board, or commission, and the officers and employees thereof authorized by statute or by lawfully delegated authority to make appointments to positions in the State Service. For OJJ, the appointing authority is the Deputy Secretary.

Employee Work Schedule - Approved work schedule for an individual employee. An employee may not be regularly scheduled to work before 6:30 a.m. or after 6:00 p.m., with the exception of certain employees who perform jobs that require alternative work schedules, such as those at secure care facilities. An employee's work schedule may be based upon traditional work hours or upon an approved flexible schedule as outlined in this policy.

Work Hours Options:

Option 1:

A paid eight (8) hour work day, with an additional unpaid 30-minute to one (1) hour lunch time, Monday through Friday that encompasses the agency's business hours (8:00 a.m. to 4:30 p.m. or 8: a.m. to 5:00 p.m.) and totals 40 hours per week.

Option 2:

Four (4) paid work days of ten (10) hours each week of the pay period with the day off being **any** day, Monday through Friday, for a total of 40 hours per week.

Option 3:

Allows for schedule changes that affect staff that work on 24 hour/ seven (7) day a week payroll cycle and instructors that work a 7.5 hour/five (5) day a week payroll cycle.

Option 4:

Four (4) paid work days of (9) hours and one paid day of four (4) consecutive hours, totaling 40 hours each week of the pay period. The four (4) hour day may be on any day, Monday through Friday, with one-half day off in the morning or in the afternoon. [No lunch period is allowed on the four (4) hour workday.]

One Day Flexible Work Schedule:

One (1) day flexible work schedule in which the hours worked must be worked within a day regularly scheduled to be an eight (8), nine (9), or ten (10) hour workday, depending upon the option above that the employee works. An employee shall not be allowed to work a flexible day schedule that

would cross over into another working day. The employee must meet the requirements of the normal work day hours on this particular day.

NOTE: Refer to Section VII of this policy for further information.

Executive Work Schedule:

A work schedule limited to Executive Staff members and other Administrative staff as approved by the Deputy Secretary/designee. This is an irregular work schedule that allows flexibility to work varied hours each day totaling 40 hours at the end of each week.

(EXAMPLE: Monday 8 hours, Tuesday 7 hours, Wednesday 5 hours, Thursday 10 hours, Friday 10 hours, Saturday/Sunday off = 40 hours. This option is available only to employees classified as "exempt" under the "Fair Labor Standards Act" (FLSA).)

Because of the irregular demands on Executive Staff members to include the requirements to attend ad hoc meetings outside of the normal work hours, attention to unusual occurrences requiring administrative oversight, extended meetings in and outside of the agency, to name a few, variable work hours will afford staff greater flexibility as well as minimize overtime. Anyone receiving approval to work the flexible work hours must coordinate the work hours with the Central Office timekeeper. Flexible work hours should be consistent with the 40 hour work week of the regular work schedules.

Unit Head – For purposes of this policy, the Deputy Secretary, Facility Directors and Regional Managers.

V. POLICY:

In compliance with all aspects of state and federal laws and Civil Service Rules, it is the Deputy Secretary's policy to offer flexible schedules and flexible work hours when the effectiveness and functions of the agency are not compromised. Each unit shall identify the flexible work schedule options available to its employees based on the particular needs and business requirements of the unit.

Flexible work schedules and flexible work hours are not vested rights to which employees are entitled, but privileges which may be granted to employees at the discretion of the Unit Head.

Multiple work schedules may exist for segments of employees, even within the same office. Job/pay levels and years of experience may be considered when

there are conflicts among employee requests for flex schedules. Likewise, flexible schedule options may **not** be available to some segments of employees based on required business and unit functions.

Unit Heads may rescind flexible work schedules and/or flexible work hours with no prior notice if it is determined that such schedules have adversely affected the efficient operation of the section or of the agency.

VI. PROCEDURES:

A. After an evaluation of the most efficient utilization of resources, Unit Heads shall decide if flexible work hours and/or flexible work schedules are offered based on the business necessity and responsibilities of the unit.

B. Each employee shall complete a "Request for Flexible Work Hours/Work Schedule" form [see Attachment A.2.50 (a)] and submit it to their supervisor for approval. This document also requires the approval of the Unit Head, and shall be submitted to Public Safety Services (PSS) Human Resources (HR) via the dedicated OJJ HR email box, OJJ-HRdocuments@LA.GOV. The approved document shall be submitted within two (2) weeks of the proposed start date for flex time.

C. Once the work schedule is approved, DPS/HR shall enter the approved work schedules in the HR payroll system, maintain the work schedules in the system, and notify the appropriate timekeeper and Unit Head.

D. When new employees are hired, their work schedules must be provided to DPS/HR staff in the packet of new hire documents via the dedicated OJJ HR email box, OJJ-HRdocuments@LA.GOV.

E. When choosing an Option 2 or Option 4 flexible work schedule, employees must follow the selected schedule without change for a minimum of three (3) months. After three (3) months, employees who wish to change schedules may request a change to occur effective at the beginning of a payroll period, but only upon approval by the immediate supervisor and the Unit Head. The Unit Head has discretion to determine which flexible schedule options shall be available to employees in the unit or if employees shall return to Option 1- an eight (8) hour work day.

F. The full day or one-half day off must consistently be the same day off each pay period for a minimum of three (3) months. (For example, if an employee works 10 hours each day, Monday, Tuesday, Thursday and Friday, with Wednesday off, then the day off remains Wednesday for every week of the pay period.)

G. If a Unit Head offers the option for a flexible work schedule, that option shall be available to exempt and non-exempt employees, with exceptions noted regarding certain schedules being available to certain segments of employees.

H. This policy is intended to provide employees the opportunity to take care of personal commitments during their flex time off.

I. Pursuant to La. R.S. 1:55 B (4), if one (1) or more holidays fall on a full time employee's regular day off, the employee's holiday shall be the closest regularly scheduled work day preceding or following the legal holiday, as designated by the Unit Head.

If an employee is required to work on the day that is designated as his flex time off, agency policy for compensation and overtime shall govern compensation.

If an employee takes approved leave on a day they are scheduled to work ten (10) hours, the employee shall be charged with ten (10) hours of leave.

J. A holiday is a day off with pay from an employee's regular work schedule, and the employee receives paid leave for the hours regularly worked on that day.

For flexible work schedules, holidays shall be handled in the following manner:

1. If a holiday falls on a day regularly scheduled to be an eight (8), nine (9), or ten (10) hour workday, the employee has an eight (8), nine (9), or ten (10) hour paid holiday.

2. If a holiday falls on a day regularly scheduled to be a four (4) hour workday, the employee has a four (4) hour paid holiday.

K. The flex day off shall not be used for the employee to work overtime hours unless there is a specific need or emergency determined and approved by the Deputy Secretary/designee. If the need or condition for overtime on the day off occurs on a continuous basis, the employee may be removed from the flex schedule and placed back on a traditional work schedule at the discretion of the employee's immediate supervisor, the Facility Director, Regional Manager or the appropriate Regional Director.

VII. ONE DAY FLEXIBLE WORK SCHEDULE:

Unit Heads may approve an employee to work a one (1) day flexible work schedule on a case-by-case basis; however, the flexible work hours must be worked within one (1) working day. An employee shall not be allowed to work a flexible day schedule that would cross over into another working day. This exception shall not be used in a routine manner, but shall be used for unforeseen, exceptional or planned circumstances.

(EXAMPLE: An employee's regularly scheduled day is from 8:00 a.m. to 4:30 p.m. The employee is scheduled to conduct a transport, travel for YS business meetings or attend court, which will begin at 6:00 a.m. The employee may request prior approval from the appropriate Unit Head to work a one day flexible schedule, allowing the employee to work from 6:00 a.m. to 2:30 p.m. Because the hours equal a full day of work, the employee shall not be required to take leave or submit over time. The actual hours worked shall be coordinated with the unit's timekeeper, who shall enter the correct time in the HR payroll system.)

Previous Regulation/Policy Number: A.2.50
Previous Effective Date: 12/02/2016
Attachments/References: A.2.50 (a) Flexible Work Schedule September 2019

Request for Flexible Work Schedule

Name of Employee: _____ Personnel Number: _____

Unit/Section: _____

Job Classification: _____

I am requesting the following work schedule effective: _____.
(1st day of pay period)

Option 1

☐ Five eight (8) hour workdays
Daily work schedule _____ a.m. to ____ p.m.

Option 2

☐ Four ten (10) hour workdays
Daily work schedule: _____ a.m. to _____ p.m.
Workday off: _____

Option 3

☐ From (Shift): _____
To: (Shift): _____

Option 4

☐ Four (9) nine hour workdays and one four (4) hour day
Daily work schedule: _____a. m. to _____p.m.

One-half day off_____
Time worked on one-half day_____ to _____

For holiday closures I will take the appropriate day off if the holiday falls on my scheduled day off.

I understand that changes to the above schedule are allowed once per quarter, unless otherwise determined by my Supervisor, the Unit Head or the Regional Director.

I will submit a new request form to my Supervisor when a change is requested.

_____ _____ _____ _____
Employee Signature Date Supervisor Signature Date

_____ _____
Unit Head Signature Date

_____ _____
Appointing Authority (Exceptions) Date