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GOVERNOR

State of Louisiana
Governor's Office of Homeland Security
and
Emergency Preparedness

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Time, Attendance and Work Hours
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Approval:

A handwritten signature in blue ink that reads "Kevin Davis".

Kevin Davis, Director

I. POLICY:

In compliance with all aspects of state and federal laws, and Executive Order BJ-2008-064 *Rules and Polices on Leave for Unclassified Service*, it is the policy of the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) that all employees will be informed of the rules regarding work hours and leave usage, and that these rules shall be applied and enforced in a fair and consistent manner and in accordance with the following instructions and procedures.

It is the policy of the GOHSEP that the appointing authority and/or deputy directors may implement flexible schedules and flexible work hours, at their discretion, within the parameters of this policy. Flexible work schedules, flexible work hours and breaks are not rights to which employees are entitled, but privileges which may be granted to employees at the discretion of the appointing authority and/or deputy directors. Appointing authority and/or deputy directors will decide when flexible work schedules and flexible work hours may be offered to employees. Business necessity and efficient utilization of resources will take precedence over any individual situation. The Appointing Authority and/or deputy directors may rescind flexible work schedules and/or flexible work hours with no prior notice if it is determined that such schedules are not in the best interest of the efficient operation of the section or of GOHSEP. If circumstances allow, the Appointing Authority and/or deputy directors will provide advance notice to employees of the rescission of this policy. Deputy Directors will periodically review work hours and schedules to ensure the continued feasibility of these programs.

This policy sets forth the required responsibilities for the overall efficiency in the submission, review, and approval of employees' time statements. The eCertification process also greatly reduces the amount of paper that is ordinarily required to submit and approve time statements.

All sections within GOHSEP are required to use the online leave approval process accessed through Louisiana Employees Online's (LEO's) Cross Application Time Sheet (CATS) system, unless specifically exempted by the appointing authority. Requests for a business related exemption must be provided in writing to the appointing authority. CATS will be utilized for all requests, approvals, and cancellations of applicable leave. The requirement for online leave processing will include all current leave available in CATS and all future additions of leave to CATS. All leave (annual, sick, compensatory, leave without pay, etc.) must be approved in advance, unless there is an emergency situation.

II. **PURPOSE:**

Excessive tardiness and absenteeism create an unnecessary hardship for those who are responsible for getting the job done. It is necessary for the effective operation of business that employees are present and able to perform their job duties when expected. This policy is intended to ensure that each employee understands his/her responsibility in the area of working hours and attendance, the process for requesting leave, and to the extent possible, to allow employees to have more control over their working conditions while maintaining an efficient and effective operation.

III. **APPLICABILITY:**

This policy applies to all GOHSEP employees.

IV. **DEFINITIONS:**

- A. **Reported Work Hours:** Employee work hours should begin when an employee is present at their assigned duty location.
- B. **Recording of Work Hours:** All work hours shall be recorded using 15 minute intervals, using seven minutes thirty seconds and below to round down and using seven minutes thirty one seconds and above to round up.
- C. **Bona-fide Meal Times:** are not included when determining hours worked and will be considered if the employee leaves the assigned duty station to purchase and/or consume the meal.
- D. **Minimum Charge to Leave:** The minimum charge to annual, sick and compensatory leave records shall be recorded using 15 minute intervals, using seven minutes and below to round down and using eight minutes and above to round up.

E. **Standard Office Hours:** 7:30 a.m. through 4:00 p.m. Hours that each section must be open and operational.

F. **Work Hours:**

Standard Work Hours: 7:30 a.m. to 4:00 p.m.

Flexible Work Hours:

The employee works four (4) or five (5) days a week, depending on the option chosen, on a schedule other than 7:30 a.m. to 4:00 p.m. The schedule must be consistent for each pay period, and the employee may not be regularly scheduled to work before 6:00 a.m. or after 6:00 p.m.

G. **Work Schedule:**

Standard Work Schedule: A full-time employee is scheduled to work eight (8) hours per day, Monday – Friday, for a total of forty (40) hours per week.

Flexible Work Schedule:

- 1) Four (4) ten (10) hour days in a one-week period, which can be worked on any days, Monday through Friday, if the section's attendance procedure allows. The scheduled day off is either Monday or Friday, **OR**
- 2) Four (4) nine (9) hour days plus one (1) four (4) hour day, either Monday or Friday, in a one-week period, for a total of forty (40) hours per week, **OR**
- 3) Four (4) nine (9) hour days in one week of a pay period [36 hour week] and four (4) nine (9) hour days plus one (1) eight (8) hour day in the other week of the same pay period [44 hour week]. The scheduled day off is either Monday or Friday. **This option is available only to employees classified as "exempt" under the Fair Labor Standards Act (FLSA).**

One Day Flexible Schedule: With prior approval from the immediate supervisor, an employee may request a one (1) day flexible work day. The flexible day's work hours must be worked within one (1) working day. An employee will not be allowed to work a flexible day schedule which would cross over onto another day. This is not intended to be used in a routine manner, but it is to be allowed for unforeseen or exceptional circumstances.

Example:

An employee's regularly scheduled day is from 7:30 a.m. to 4:00 p.m. The employee has a doctor's appointment at 7:30 a.m. and will arrive at work at 8:30 a.m. The employee requests prior approval from his/her immediate supervisor for a one day flexible schedule to make up his one hour late arrival at the end of his/her work day. The employee would then work from 8:30 a.m. to 5:00 p.m. and would not utilize any sick leave.

All schedules offered, including days off, must be consistent, i.e., consistently Monday through Friday etc.

- H. **Unscheduled Absences:** An unscheduled absence occurs when an employee is absent from work without having obtained approval for leave prior to the absence. Approval of leave, after the fact, to cover an unscheduled absence shall not prevent the absence from being considered unscheduled. A continuous absence for the same reason is an unscheduled absence, regardless of its duration.

Although this policy permits the approval of leave "after the fact," supervisors retain the right to place an employee on unauthorized leave without pay for an unscheduled absence for which the employee did not obtain prior approval. This includes the denial of approval for requested annual leave.

- I. **Mandatory Overtime Schedule:** At the discretion of a deputy director, with the approval of the appointing authority, mandatory overtime work hours may be established in excess of 8 hours per day or in excess of 40 hours per week in order to meet the operational needs of sections or groups within a division.
- J. **Approve:** The process by which an employee and the approver verify and accept the electronic statement. If there are no errors or corrections that need to be made, the employee's approved time statement is ready for review by that employee's designated approver.
- K. **Approver:** The staff member who is responsible for verifying and approving an employee's time statement. An approver is listed on the employee's position in the "reports to" relationship.
- L. **CATS (Cross Application Time Sheet):** A computer-based application which can be accessed through LEO. CATS allows employees to enter their regular attendance and absences, to view and approve their bi-weekly time

statements, to request leave, and to claim overtime. CATS also allows employees to enter any required costing information.

- M. **Decline:** The process by which an employee rejects his time statement. An employee will decline his time statement if a correction needs to be made.
 - N. **eCertification (eCert):** A computer-based process that allows employees to review, correct, and submit for supervisory approval their bi-weekly time statements.
 - O. **Employee:** Any staff member who is in a paid status, including full-time, part-time, regular, temporary or student employee.
 - P. **LEO (Louisiana Employees Online):** A web-based application which allows employees to submit their bi-weekly time statements. LEO also allows employees to view and change personal information, including leave balances, banking information, and home addresses.
 - Q. **Reject:** The process by which the approver denies an employee's time statement. The approver will reject a time statement that contains errors.
 - R. **Time Statement:** The bi-weekly record of an employee's attendance and absences. The time statement may also include costing information as it pertains to grants and special projects
 - S. **ZP241:** An application within LaGov HCM that allows timekeepers and employee administrators to identify those employees who have/have not certified their time, approvers who have not approved/rejected employee time statements, employees who have prior period adjustments, and to identify locked time sheets. Timekeepers will run ZP241 on the Tuesday following Payroll Monday.
- V. PROCEDURE:**
- A. Effective April 13, 2015, GOHSEP requires that all employees who are in a paid status and designated as "eCert" use the new process when verifying, approving, and submitting their time statements for review and approval. To allow for one pay period of use in the new CATS and eCert system, GOHSEP delayed updating the GOHSEP Policy HR-0003, Time Attendance and Work Hours in order to be able to identify and capture all issues that required updates.
 - B. All employees' hours worked and absences should be recorded daily.

- C. Employees will receive automated reminders every Payroll Monday to log in and certify their time statements. After 1:00 PM, they will select the time statement that needs to be reviewed, and choose Certify or Decline. If certified, an email will be sent to the approver/supervisor for approval. If declined, the employee will contact the timekeeper and/or supervisor to have the time entries corrected. NOTE: Employees may not certify their time statements sooner than 1:00 PM on Payroll Monday.
- D. On Payroll Monday after 1:00 PM, approvers will be able to log into LEO to approve or reject an employee's time statement. This action can only take place after the employee has certified their time statement. If approval or reject is attempted prior to certification on Monday, the approver will receive an error message. After payroll runs Monday night, approvers can approve time statements that have not yet been certified. Once the employee returns to work (i.e. return from FMLA), he/she should promptly certify any pending statements. If the employee is not expected to return to work due to a separation, the approver should add a comment in the Approver Notes stating this additional information.
- E. Action must be taken on the employee's time statement no later than 10:00 PM on the Wednesday following the close of the pay period. If no action is taken by that time, the employee's time statement will be locked, preventing certification. In order to unlock the time statement, the employee should contact his timekeeper or Human Resources. If the time statements are unlocked and no action is taken by the next Wednesday following the close of a pay period, it will be automatically locked again.
- F. If a correction is necessary to an employee's time statement after payroll runs, the employee and/or the employee's supervisor should contact the employee's timekeeper to request a prior period adjustment be processed for the changes.
- G. If a prior period adjustment is entered, the employee will receive an e-mail indicating that the time has been changed after it was certified. This will generate a second version of the time statement reflecting the PPA entries. The employee and supervisor are required to recertify the time statement.
- H. Employees, approvers, and timekeepers may update comments on absence and attendance entries directly from the detailed time statement for current and past pay periods, and without processing a PPA. If there is a need to change items other than the comments on a particular time entry, a PPA will be necessary.

- I. Timekeepers and Human Resources will use ZP241 on the Tuesday after Payroll Monday in order to identify employees who have not yet certified or declined their time statements; approvers who have not yet approved or who have rejected their supervisees' time statements; and employees who have prior period adjustments. Timekeepers will also use ZP241 to locate locked timesheets. For auditing purposes, timekeepers should maintain a hard copy of the ZP241 report in the pay period once everyone has certified their time statements.
- J. Timekeepers may continue to print and use the ZT02 report to ensure that all entries posted correctly. It is not necessary for timekeepers to sign the ZT02 report.
- K. A certifiable time statement is not available for printing through LEO. If a printed copy is needed, one may be obtained from the timekeeper or from Human Resources via ZT24e.
- L. All supplemental documentation related to the pay period should be stored in the pay period folder (doctor's excuse, etc).
- M. The appointing authority and/or deputy directors will decide where flexible work hours and/or flexible work schedules will be offered based on business necessity and an evaluation of the most efficient utilization of resources. All section procedures must meet the following parameters:
- N. Should the deputy director offer the option to work a flexible work schedule, that option (excluding Number 3, Flexible Work Schedule, Section IV above) must be available to both exempt and non-exempt employees, depending upon business need.
 - 1) All schedules changes will become effective at the beginning of a pay period.
 - 2) All sections shall be open between 7:30 a.m. and 4:00 p.m., and all functional areas shall be operational between 7:30 a.m. and 4:00 p.m.
 - 3) Lunch periods shall be thirty minutes.
 - 4) Lunch period shall be taken between the hours of 11:00 am and 1:30 pm, unless prior approval has been obtained from the employee's immediate supervisor.
 - 5) Two (15) minute breaks are allowed, one in the morning and one in the afternoon. The breaks may be used in conjunction with the thirty minutes

for lunch to give the employee a one hour lunch break. Should an employee choose this option, he/she must forfeit the morning and afternoon break. It should be noted that if a schedule includes a four (4) hour workday, no lunch period and only one 15-minute break is allowed on the four (4) hour workday. Break time cannot be used for early departure.

- 6) Unless extraordinary circumstances exist and upon the approval of the employees Supervisor, employees who work more than four hours each day should take a bona-fide meal break.
- 7) Annual leave, sick leave, and other applicable leave (i.e. jury duty, funeral leave, etc.) must be requested and approved in advance via the CATS system, unless, there is an emergency situation or an employee cannot predict the amount of time needed for the leave, then he/she shall notify and obtain approval from his/her supervisor in accordance with established section procedures. The employee shall at the first available opportunity input the amount of leave used into the CATS system. An Application for Leave Form shall be used when the appointing authority has granted an exemption from the requirement of CATS.
- 8) At no time should an employee assume that because a request for leave has been requested online in CATS or by submitting an Application for Leave Form that the leave has been approved by his/her supervisor. Additionally, any leave requested online in CATS does not eliminate the employee's responsibility to notify and obtain approval from his/her immediate supervisor of an absence in accordance with established section procedures.
- 9) The employee's immediate supervisor or the person(s) designated through established section procedures must be notified immediately by the employee if the employee must leave the office unexpectedly and without prior approval.
- 10) If an employee cannot report to work when scheduled or return from lunch or break by the assigned time, he/she must contact his/her immediate supervisor within the time frame included in the section's procedures. If the employee cannot reach his/her immediate supervisor, he/she is to notify one of the persons listed in the section's procedures. Notification to a co-worker will not satisfy this requirement, unless allowed by the section's procedures.
- 11) No employee will work overtime hours without approval from his/her supervisor, unless an emergency exists. If the employee believes the situation to be of an emergency nature, and a supervisor (or authorized

individual) cannot be reached, the employee may work the overtime. However, the event should be documented in writing and the overtime justified to the supervisor as soon as possible. If the supervisor determines that the employee's judgment about the need to work overtime was inappropriate, the supervisor may instruct the employee that he/she may not work overtime in the future without specific prior approval.

Approval of overtime by a supervisor shall be evidenced by their approval in the CATS online system and such shall serve as the official documentation of approval for overtime worked. Supervisors are required to manage and control overtime hours worked by their respective employees.

- 12) Should the appointing authority send employees home for any reason without effecting an "Office Closure", those employees who are in a leave or absence status, will remain in that status. Time and attendance will not be adjusted to re-credit the leave or absence of those employees.
- 13) If flexible work hours and/or flexible work schedules are made available to employees, employees who wish to take advantage of the flexible work hours or work schedule must complete a Request for Flexible Work Hours/Work Schedule form and submit it through their supervisors to their deputy director for approval.
- 14) For flexible work schedules, leave will be handled in the following manner. If an employee takes off a day on which he/she is scheduled to work four (4) hours, eight (8) hours, nine (9) hours, or ten (10) hours, he/she will take four (4), eight (8), nine (9), or ten (10) hours of leave, respectively.
- 15) If one or more holidays fall on a full-time employee's regular day off, his holiday shall be the closest regularly scheduled workday preceding or following the legal holiday, as designated by the deputy director. Employees whose regular work hours do not fall in the time period, or fall only partly within the time period of the holiday shall receive compensatory time or over-time for the number of hours which have not been credited equivalent to the full holiday period.
- 16) For flexible work schedules, holidays will be handled in the following manner. 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. 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.

- 17) Should flexible hours be available to employees, those employees choosing flexible schedules must understand that there will be occasions when two equally situated employees who work the same hours while traveling together, or as a result of a holiday occurring during the workweek, may be compensated differently.
- 18) The employee may be required by the immediate supervisor to produce specific documentation/evidence of the nature of his/her absence such as a doctor's excuse, a police accident report, or any documentation that supports the absence, upon his/her return to work. Should documentation be required, approval of the leave may be based upon what is produced. Should the employee fail to produce sufficient documentation/evidence, leave may be denied and the employee could be placed on leave without pay (approved or unapproved).
- 19) In the event of activation of the State Emergency Operations Center (SEOC) all employees are subject to be called to work while on approved leave (excluding sick leave). If ordered to return to work, employees must return to work as expeditiously as possible given the circumstance.
- 20) For rules and policies on leave types not mentioned in this policy, refer to Executive Order BJ-2008-064 Rules and Polices on Leave for Unclassified Service.

VI. RESPONSIBILITY:

All employees of the GOHSEP must comply with all aspects of this policy.

VII. EXCEPTIONS:

Requests for exceptions to this policy must be submitted to the appointing authority along with specific and compelling justification.

VIII. QUESTIONS:

Questions regarding section procedures should be addressed through the immediate supervisor.

Questions regarding this policy should be directed to the Employee Relations Administrator or appointing authority's designee.

IX. VIOLATIONS:

Employees found to have violated this policy may be subject to disciplinary action up to and including termination.