POLICY FOR WORKING HOURS, LEAVE APPROVAL AND TIME RECORDING

POLICY STATEMENT:

It is ODOT’s policy to have a standard process for working hours, leave approvals and time recording.

It is also ODOT’s policy to maintain core business hours throughout the organization to meet operational requirements and provide adequate customer service hours; to maintain consistent leave approval practices; and to maintain accurate time recording of actual hours worked by its employees. ODOT’s policy shall comply with state law and federal law, Fair Labor Standards Act and the Collective Bargaining Agreement.

ODOT shall provide functional coverage of all business areas during ODOT identified customer service hours of 7:30 a.m. to 4:30 p.m. Monday through Friday. ODOT will ensure that staff is available during the established hours. Additionally, it is ODOT’s policy to use the software known as Kronos as the agency’s time recording system. All employees will utilize the system for record keeping of hours worked and time off requests (TORs). It is the employee’s responsibility to accurately record and approve their time worked and leave used. Managers are responsible to review, monitor and approve employee hours worked, and leave used.

AUTHORITY:

§§ 5501.02, 5501.03 and 5501.31 of the Ohio Revised Code (ORC)
Code of Federal Regulations 29 CFR 516, 541, 553
Ohio Revised Code 124.13
Ohio Revised Code 124.38
Contract between the State of Ohio and the Ohio Civil Service Employees Association, AFSCME, Local 11, AFL-CIO
Policy and Standard Procedure on Overtime, Compensatory Time & Flex Time 17-004(P), 220-001(SP)
REFERENCES:

Policy Development & Issuance, 16-001 (P)
Working Hours, Leave Approval and Time Recording Standard Procedure, 220-xxx (SP)

SCOPE:
The Working Hours, Leave Approval and Time Recording policy is applicable to all Districts, Divisions and Offices within the Ohio Department of Transportation.

BACKGROUND AND PURPOSE:

This policy is necessary to provide guidance and assistance with working hours, the leave approval process and the proper recording of time worked and leave used.

Customer Service hours have been adopted so ODOT can better serve the citizens of Ohio. The Fair Labor Standards Act (FLSA) requires employers to maintain certain identifying information about each employee, including precise and accurate data about the number of hours worked. ODOT has also established a Standard Operating Procedure specifying the process by which ODOT will comply with these requirements.

DEFINITIONS:

Customer Service Hours/Core Business Hours: Inflexible hours of the day and week during which an agency must be functionally staffed. Customer service hours are the same as core business hours.

Fair Labor Standards Act (FLSA): Family Medical Leave Act, a federal law which requires certain job protections to employees when absent due to qualifying chronic or serious health conditions which may afflict them or a member of their immediate family.

Time Recording System: The system of record for capturing employee’s arrival and departure times and leave used.

Time Off Request (TOR): A process within the time recording system to request the use of leave.
TRAINING

The Deputy Director of Human Resources and Chief Legal counsel will provide instruction to employees for administering this Policy and the accompanying Standard Operating Procedure. It is also the intent of this policy to ensure all employees are trained in how to properly use the agency’s time recording system. Training on the use of the time recording system is required for all managers, and available to all employees.

FISCAL IMPACT:

The fiscal impact of this policy is expected to be limited to travel expenses incurred by managers as they travel to receive training. This will differ from district to district because of the various locations of training and whether or not travel is even necessary. Travel expenses when necessary will be reimbursed in accordance with the Office of Budget and Management Travel Policy in effect at the time of travel.