

 Missouri Department of Natural Resources Administrative Policies and Procedures		
Chapter 3 Work Environment		
Policy: Hours of Operation and Work Schedules	Effective date	Revised
Number: 3.01	June 16, 2003	August 14, 2018

Hours of operation for the Department are set to meet the needs of the citizens of Missouri and the business needs of Department operations.

GENERAL PROVISIONS

Most Department of Natural Resources offices will maintain, at a minimum, hours of operation from 8:00 a.m. until 5:00 p.m. Monday through Friday except for approved state holidays. Many facilities, such as state parks and historic sites, will have varying hours of operation based on the time each is open to the public. For all offices, management may set hours of operation to meet business needs. The regular office hours are to be posted for the public.

All offices or facilities must be adequately staffed during their standard hours of operation to ensure service to the public and functionality of the office.

During rare times when all staff may be absent from the office, it is the responsibility of managers to ensure arrangements are made for messages to be left for staff or other points of contact.

Work schedules

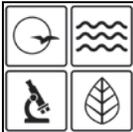
A work schedule is the routine time one consistently works week-to-week that is appropriately accounted for. An employee’s typical work schedule is an eight-hour work day, the specific times of which are coordinated with and approved by the supervisor. Work hours typically should fall between the hours of 7:00 a.m. and 6:00 p.m., be established to meet the Department’s operational needs, and appropriate supervisory oversight be provided.

All staff will report the hours they actually work on their time sheets, regardless of their regular work schedules.

All provisions of the Conduct and Ethics policy regarding attendance and time reporting shall be followed.

Adjusted work schedules

Alternative work schedules may be available and established to meet the Department’s business needs. This could include a compressed work week or reduced work week. As an employee’s normal work week is Monday through Friday, the Division Director may



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elect to allow a compressed or a temporary reduced work week in unusual situations. Any alternative work schedule requests must contain:

1. The nature of the alternative work schedule.
2. Adjusted hours and/or pay.
3. Duration of the alternative work schedule.
4. Approval of the program’s Division Director.
5. Established method of appropriate supervisory oversight.

Below is an example of an adjusted work schedule option:

Compressed work week: A schedule permitting a full-time employee to work the equivalent of a full work week in five or fewer days. As an example, for a forty-(40) hour work week, an employee works four 10 hour days instead of five 8 hour days.

An approved, adjusted work schedule will be evaluated at least yearly and a determination whether it should continue shall be made by the Division Director. The approval for an employee’s adjusted work schedule may be withdrawn if it fails to meet the business needs of the Department. In such case, notification will be given, if appropriate, before discontinuing the adjusted work schedule.

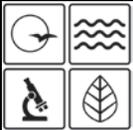
Each supervisor is responsible for assuring employees follow approved work schedules and that the work area is adequately staffed

Documentation for adjusted work schedules

Contact the Division of Administrative Support (DAS) Human Resources Program to determine if a Position and Employee Action Request (PEAR) form is required to document an adjusted work schedule. For instance, if a temporary reduced work schedule is approved, a PEAR form must be submitted to the Human Resources Program as documentation to update SAM II with the reduction in the employee’s work hours.

Flexibility within the work week

Staff may be allowed flexibility within the work week to provide for schedule adjustments that are not routine or of a duration of six months or longer. Such flexibility must be approved by the employee’s immediate supervisor in advance. All provisions of the Overtime and Overtime Compensation policy will be followed.

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When a holiday is observed during a workweek, eight hours of holiday leave is granted to all employees. Employees whose regular work day exceeds eight hours will be required to adjust their work week or use annual leave or compensatory time to offset the additional hours they do not work on the holiday.

Lunch and breaks

Employees must have a lunch break of at least thirty (30) minutes in their regular work schedule. Two fifteen (15) minute breaks may be taken per day. Lunch and breaks will not be taken in conjunction with each other. The two fifteen (15) minute breaks and the minimum thirty (30) minute lunch break may not be taken at the beginning or end of the work day.

REFERENCES

U.S. Department of Labor, Fair Labor and Standards Act
<http://www.dol.gov/whd/flsa/index.htm>

Hours of Work and Holidays, 1 CSR 20-5.010

Related Department of Natural Resources policies
Conduct and Ethics 1.01
Overtime and Overtime Compensation 3.06

DEFINITIONS

Work hours: Physical hours worked. This does not include time taken as leave, holidays, or time spent commuting to work.

Work week: The fixed and regularly recurring period of seven consecutive days used to define the number of hours considered to be normal work hours. For the Department the work week is defined as either Friday to Thursday, Saturday to Friday or Sunday to Saturday, all midnight to midnight.