

RURAL DEVELOPMENT PROJECT POLICIES AND PROCEDURES	Issued by: RDP Supervisors	Policy No.: OPR 006
WORK SCHEDULE	Approved by: RDP Statewide Director, Daniel Regan	Effective Date: December 19, 2008

- I. **POLICY:** The standard work schedule of an RDP salaried employee is 8.0 hours with an unpaid 30 minute (minimum) lunch break. Waiver of the lunch break requirement will be done on a case by case basis, and once selected the employee will adhere to this schedule.

The RDP core office hours are 8 a.m. to 4 p.m. actual hours for the employee may vary with the approval of the Statewide Director.

RDP employees may, in conjunction with the Statewide Director and their immediate supervisor, establish their own work schedule as long as the needs of the program are met and they work a full eight hour day and at least seven of these hours fall within the core office hours between 8 a.m. and 4 p.m.

Non-exempt employees are expected to be in the RDP office only during the hours of their established work schedule. Permission by the Statewide Director is required before non-exempt employees may be in the RDP office during their scheduled "off hours". Exempt employees are expected to be in the RDP office as the demands of their specific job require.

- II. **ACCOUNTABILITY:** The Statewide Director and the PI are ultimately accountable to RCUH and our federal sponsors for the accuracy of all work time and leave time of RDP employees. The RDP supervisors are accountable to the Statewide Director and the PI for the accuracy of the work time and leave time of the employees they supervise. Falsification of time reporting will result in disciplinary action (including possible termination).

Supervisors and employees are referred to RDP Policy and Procedure ADM 006 for the procedures for reporting leave.

Employees are expected to keep to the schedule they themselves set.

III. PROCEDURES

A. Employees' Work Schedule

1. All employees shall notify their supervisor in writing of their work day hours.
RCUH defines the "Workday" as that period between the time on any particular day when an employee commences his/her "principal activity" and the time on that day at which he/she ceases such principal activity or activities.

2. The number of hours an Employee requests for leave shall be based upon their stated work schedule. For example, an employee with a stated work schedule of 7:00 a.m. to 3:30 p.m., who leaves work sick at noon would submit a request for 3 hours sick leave.

B. Unforeseen Disruption in Work Schedules, Notification.

1. The PI will notify the RDP Statewide Director if employees should not report to work.
2. RDP's emergency notification process is contained in the RDP Emergency Phone Tree. The Statewide Director will phone each supervisor who then phones the people below them. See Phone-tree.
3. If circumstances prevent RDP employees from reporting to their normal workplace, the PI may determine which employees, if any, will be allowed to work in an alternative workplace.

C. Unforeseen Disruption in Work Schedules, Pay Status.

1. If no alternative work or workplace is available, employees may be placed on Administrative Leave with Pay if the sponsor approves. Otherwise, employees will be placed on vacation status or LWOP.
 - a. If the disruption lasts beyond 1-3 working days, then employees will be placed on vacation status or LWOP, whichever is applicable.
2. Governor Approval of Administrative Leave with Pay.
 - a. RCUH must receive authorization from the Governor's Office before Administrative Leave with pay can be authorized.
 - b. According to the Region 6 Federal Project Officer, administrative leave with pay is an allowable cost.
 - c. If the Governor does not authorize Administrative Leave with pay, then employees will be placed on vacation status or LWOP.
3. Anyone already on an authorized leave, will have no change in their status.

D. Sponsor Approval For Administrative Leave With Pay

1. The Statewide Director will write to the U.S. DOL, Region 6 Federal Project Officer requesting sponsor approval in the event that the Governor's Office does not make a proclamation.

IV. REFERENCES

RCUH Policies and Procedures, 3.262 and 3.810; RCUH Memo DP030601.NS4