

## Memo 4.07

**HOURS OF WORK /TIME ACCOUNTING POLICY**

**PURPOSE:** The purpose of this policy is twofold: (1) to establish a uniform method of accounting for state funds within the Ohio Bureau of Workers' Compensation and (2) to preserve the public's trust in the employees of the Ohio Bureau of Workers' Compensation.

**POLICY:**

**I. WORK HOURS –** The Bureau's core business hours are 8:00 AM to 5:00 PM. Schedules must ensure adequate coverage during these hours. Employees shall not normally commence work before 7:00 a.m. or past 9:00 a.m. However, alternate starting times may be offered or required to meet operational/business needs. All full-time Bureau employees shall document that they have worked and/or accounted for a forty (40) hour work week.

Bureau employees are entitled to an unpaid lunch period of not less than thirty (30) or more than sixty (60) minutes, and up to two (2) separate fifteen (15) minute breaks (one break for every four hours scheduled/worked). Supervisors may schedule breaks and lunch periods to ensure adequate coverage during core business hours. Supervisors and managers may permit an employee to "flex" his or her lunch period to the end of the day, but employees may not use either of the two (2), fifteen (15) minute breaks to shorten the workday (either used at the beginning or end of the work day); or combine the two fifteen minute breaks into one paid break. If an employee is "flexing" his or her lunch period (or some other period of time) to make up for normal work hours, the employee must indicate on his or her timekeeping entry that he or she is "flexing." The supervisor's approval of the employee's time for the day will serve as confirmation to the employee and to the Payroll Department that he or she approved the employee's request to "flex."

All Bureau employees reporting to work before 6:00 AM or after 6:00 PM or during weekends must log in and out of their work locations using their building key cards (at Bureau locations which utilize such equipment).

In general Employees should not visit their work location or other Bureau work locations outside of their regular working hours or on scheduled days off (including leave). If such a visit is necessary the employee should notify their supervisor in advance, or as soon as reasonably possible.

**II. OVERTIME/COMPENSATORY TIME ACCRUAL** - Bureau employees who are overtime eligible shall be compensated at a rate of one and one-half (1½) times their regular rate of pay for any hours worked in excess of forty (40) in a given work week. Overtime eligible employees must designate, on the Request for Overtime/Compensatory Time form, whether they wish to receive compensation for these hours in pay or in compensatory time. Bureau employees who are overtime ineligible shall be credited for compensatory time at a straight rate (i.e., hour for hour) for any hours worked in excess of forty (40) in a given work week. In order to receive overtime pay or compensatory time, an employee must obtain prior authorization to work overtime and have his or her supervisor complete and sign the prior approval section of the Request for Overtime/Compensatory Time form. At the close of the work week, if the overtime eligible employee has actually worked in excess of forty (40) hours in a given work week, the employee must also have his or her supervisor sign the authorization portion of the Request for Overtime/Compensatory Time form.

In order to obtain compensation for hours worked from a Bureau facility before 6:00 A.M. or after 6:00 PM or during weekends, BWC management must be able to verify the claimed hours against the building key card access reports and/or elevator access reports. Inability of BWC management to

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verify the hours may result in the denial of the employee's request for compensation.

In order to obtain compensation for hours worked from home or from some other location outside of a Bureau facility, employees must submit documentation of the work performed and the hours during which it was performed. This documentation must be attached to the Request for Overtime/Compensatory Time form and must be signed by the employee's immediate supervisor.

Requests for overtime and/or compensatory time that are not made in accordance with this policy shall be deemed undocumented. The Chief Human Resources Officer reserves the right to review and deny any undocumented request for overtime and/or compensatory time. All requests for overtime and/or compensatory time shall be approved and signed off on by appropriate members of BWC management. Any request for overtime and/or compensatory time in excess of ten (10) hours in a given pay period shall be signed by the Department Director and the Division Chief.

**III. COMPLIANCE** - Division chiefs, departmental managers and service office managers shall be held responsible for ensuring that hours worked are accurately reported in daily timekeeping entries. Requests for overtime and/or compensatory time received without the required signatures (or sent via e-mail without confirmation from the appropriate Manager) will be returned, unpaid, for proper authorization.

**IV. TIMEKEEPING** - Employees must accurately record their actual starting, ending, and lunch times in the timekeeping system. Employees should enter their starting time when they begin their work day, enter their lunch time when they leave and return, and enter their ending time just before ending their day. It is strongly recommended that employees use the time displayed on their computer screen for timekeeping purposes.

If an employee is unable to record these times on the actual date and in a timely manner, the employee should use the "Comments" section of the timekeeping page to explain the reason for the delayed entry. Employees should also utilize the Comments section to document any deviations from their normal work schedules (i.e., working through lunch, starting or ending earlier/later than normal, etc.) and to explain work performed at locations other than their normal report-in location.

This policy does not limit a supervisor's ability to issue directives pertaining to timekeeping procedures within a specific office, department, or division; as long as such directives are not in conflict with this policy.

References:

OCSEA/AFSCME	Article 13
1199	Article 24
OEA	Article 23

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## HOURS OF WORK /TIME ACCOUNTING POLICY

**PURPOSE:** The purpose of this policy is twofold: (1) to establish a uniform method of accounting for state funds within the Ohio Bureau of Workers' Compensation (BWC) and (2) to preserve the public's trust in the employees of the BWC.

### **POLICY:**

**I. WORK HOURS** – The BWC's core business hours are 8:00AM to 5:00PM. Schedules must ensure adequate coverage during these hours. Employees shall normally commence work between 7:00 AM. and 9:00 AM. However, alternate starting times may be offered or required to meet operational/business needs. All full-time BWC employees shall document that they worked and/or accounted for a forty (40) hour work week/eighty (80) hours per pay period.

**A. LUNCH** Full-time BWC employees (and part-time employees scheduled to work more than four (4) hours in a day) are entitled to an unpaid lunch period of not less than thirty (30) or not more than sixty (60) minutes. On an occasional basis, and with prior approval, Supervisors/Managers may permit an employee to "flex" his/ her lunch period to the end of the day. If an employee is "flexing" his or her lunch period (or some other period of time) so that he/she will work other than normal work hours, the employee shall indicate any timekeeping deviation in the comments section in timekeeping, specifically using the word "flexing." Supervisor/Manager approval of the employee's time for the day serves as management approval of the request to flex. Management may assign scheduled lunch periods to ensure adequate office coverage during core hours.

**B. PAID BREAKS** - BWC employees are entitled to a paid break for every four (4) hours scheduled/worked, but not more than two (2) paid breaks in a day (one AM and one PM). Paid breaks shall not to exceed fifteen (15) minutes in duration. Supervisors/Managers may schedule paid breaks to ensure adequate coverage during core hours. Employees may not use a paid break to shorten the workday (either used at the beginning or end of the work day) or combine the two (2) breaks into one paid break.

**C. LOG IN/OUT AFTER HOURS** - .BWC employees working before 6:00AM or after 6:00PM or during weekends shall log in/out of their work locations using their building key cards.

**D.OFF-DUTY BUILDING ACCESS** - In general Employees should not visit their work location or other BWC work locations outside of their regular working hours or on scheduled days off (including leave). If such a visit is necessary the employee should notify their supervisor in advance, or as soon as reasonably possible.

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**II. OVERTIME/COMPENSATORY TIME ACCRUAL** - BWC employees who are overtime eligible shall be compensated at a rate of one and one-half (1½) times their regular rate of pay for any hours worked in excess of forty (40) in a given work week. Overtime eligible employees must designate, on the Request for Overtime/Compensatory Time form, whether they wish to receive compensation for these hours in pay or in compensatory time. BWC employees who are overtime ineligible shall be credited for compensatory time at a straight rate (i.e., hour for hour) for any hours worked in excess of forty (40) in a given work week. In order to receive overtime pay or compensatory time, an employee must obtain prior authorization to work overtime and have his or her supervisor complete and sign the prior approval section of the Request for Overtime/Compensatory Time form. At the close of the work week, if the overtime eligible employee has actually worked in excess of forty (40) hours in a given work week, the employee must also have his or her supervisor sign the authorization portion of the Request for Overtime/Compensatory Time form.

In order to compensate employees for hours worked at a BWC facility before 6:00 AM or after 6:00 PM or during weekends, BWC management must be able to verify the claimed hours against the building key card access reports and/or elevator access reports. Inability of BWC management to verify the hours may result in the denial of the employee's request for compensation.

In order to obtain compensation for overtime hours worked from home or from some location other than a BWC facility, employees must submit documentation of the work performed and the hours during which it was performed. This documentation must be attached to the Request for Overtime/Compensatory Time form and must be signed by the employee's immediate supervisor.

Requests for overtime and/or compensatory time that are not made in accordance with this policy shall be deemed undocumented. The Chief Human Resources Officer reserves the right to review and deny any undocumented request for overtime and/or compensatory time. All requests for overtime and/or compensatory time shall be approved and signed off on by appropriate members of BWC management. Any request for overtime and/or compensatory time in excess of ten (10) hours in a given pay period requires the signature of the Department Director and/or the Division Chief.

**III. COMPLIANCE** – Managers/Supervisors are responsible for ensuring that hours worked are accurately reported in daily timekeeping entries. Requests for overtime and/or compensatory time received without the required signatures (or sent via e-mail without confirmation from the appropriate Manager) will be returned, unpaid, for proper authorization.

**IV. TIMEKEEPING** - Employees shall accurately record their actual starting, ending, and lunch times in the timekeeping system. Employees are expected to enter their starting time when they begin their work day, enter their lunch time when they leave and return, and enter their ending time just before ending their day. It is strongly recommended that employees use the time displayed on their computer screen for

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timekeeping purposes and/or utilize the “control N” function that automatically populates the timekeeping system with the actual time the entry is made.

If an employee is unable to record timekeeping entries on the actual date and/or in a timely manner, the employee shall utilize the “Comments” section of the timekeeping page to explain the reason for the delayed entry. Employees shall also utilize the Comments section to document any deviations from their normal work schedules (i.e., working through lunch, starting or ending earlier/later than normal, etc.) and to explain work performed at locations other than their normal report-in location.

This policy does not limit a Supervisor/Manager’s ability to issue directives pertaining to timekeeping procedures within a specific office, department, or division, as long as such directives are not in conflict with this policy. Thus, Supervisors/Managers can require employees to enter time entries upon arriving at/departing from work.

References:

OCSEA/AFSCME            Article 13

1199                        Article 24

OEA                         Article 23