
From: DAS HRD HR Policy
Sent: Friday, February 22, 2008 10:01 AM
Subject: Time and Attendance Policy Clarification

Good morning,

As you may be aware, the Columbus Dispatch ran an article this morning on the time and attendance policy that agencies received on February 5, 2008. In light of the number of calls we've received already this morning, we wanted to send out a couple of clarifications in case you have questions or receive questions from your employees.

One of the goals of the memo is to assure that there is functional coverage in every agency for the customer service hours of 8am-5pm. Once coverage for those hours is assured, then additional functional coverage from 7:30am to 6:00pm may be considered. The Dispatch article suggests that there will be no flex time and it implies that any change in the 8am-5pm hours can be for a business reason only. This is incorrect. Flexing is allowed at the sole discretion of the appointing authority and is actually encouraged in order to extend customer service hours, once functional staffing from 8am-5pm has been assured. One of the main reasons for the standardization is to assure that all customers can reach someone between 8am-5pm (and, if possible, between 7:30am and 6pm, since some members of the public need to interact with government outside of their own work hours).

As outlined in the attached memo, the "business reason only" language actually comes into play with compressed workweek schedules. A compressed workweek (i.e. working 10 hours M-R and no hours on F) can be granted for a business reason only. The use of a compressed workweek schedule as a performance reward or for recruitment or retention purposes does not constitute a "specific business process" and should not be approved by an agency.

Agencies will continue to have until Friday, May 2, 2008 to implement the memo's requirements and ensure that any agency-specific policies or procedures are in compliance. If you have any additional questions or concerns about the memo or the Dispatch article, please contact the Office of Policy Development at (614) 752-5393.

Thank you,
The Office of Policy Development