



## Division of State Parks

<b>Personnel #20-11</b>	<b>Innovative Workweek Schedules</b>	<b>Rev. 1/2012</b>	<b>Page 1 of 2</b>
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**REFERENCES:** NRS 284.180, NRS 281.110, NAC 284.067, NAC 284.524 and NAC 284.257.

**PURPOSE:** To comply with NRS 284.180 which states "An agency may experiment with innovative work weeks upon the approval of the head of the agency and after majority consent of the affected employees."

**ORGANIZATION:** The Variable Workday Schedule is adopted as the innovative work schedule program for the division. Flextime, four/ten and other innovative schedules requests will be considered within the framework of a Variable Workday Schedule.

**PRIOR POLICY:** This policy supersedes the prior policy dated 01/21/09.

### PROCEDURES:

**Variable Workday Schedule** - An employee wishing to participate in the innovative work week program may do so by submitting a signed Request for Variable Workday Schedule form TS-78 to his or her supervisor (see Attachment A). *This voluntary agreement allows flexibility in an employee's normal work schedule and is recommended by the agency to reduce the need for overtime, meet the needs of the agency and accommodate an employee's personal needs. Employees who opt to participate in the program must have written approval of their supervisor and signed on the TS-78 agreement form. Once enrolled, employees may, with the approval of their supervisor, vary their normal work schedule. This agreement allows the employee and supervisor to adjust the employee's work schedule to accommodate anticipated workloads or personal matters during a given workweek.* For employees approved for a variable workday, overtime will only be considered after working 40 hours in one (1) week and when workloads, assigned responsibilities, or time constraints make use of variable time off impossible (subject to approval per State Parks Overtime Policy 20-8). Daily schedules may have more or less than eight (8) hours as long as 40 hours are not exceeded during a workweek. A workweek is defined as the period beginning Monday at 12:00 a.m. and ending Sunday at midnight. A variable workday employee will record hours worked each day in the "Explanation Section" of the Bi-weekly Timesheet for any day that varies from his regular scheduled shift.

**Note:** Use of the variable workday agreement is voluntary, but encouraged by the agency. The agreement may be rescinded by either the employee or the supervisor upon a 30 working day, written notice.

### RULES

- I. Agreements - All innovative work schedules will be conducted via voluntary agreement between the division and an employee. Employees not opting for a variable work day schedule will automatically be placed on a standard or nonstandard work week by the division at the discretion of their supervisor.

- II. Core Period - NRS 281.110 established the core period from 8:00 a.m. to 5:00 p.m. for State offices. Division and region offices will be open for business during the core period if such office has adequate staff. Visitor centers and park areas will maintain operating schedules (days and hours) that provide the greatest availability of staff to the public. Individual parks and region operations will strive to satisfy the core period before variable shifts are scheduled outside the core hours. Written approval of the deputy administrator is required if planned deviations to the core period are necessary.
- III. Start and End Times - Regular work shifts should not be scheduled to start earlier than 6 a.m. or end later than 6 p.m. Exceptions to this include: regular swing or later shifts, emergencies, early/late travel schedules or special circumstances required for the job.
- IV. Employees subject to emergency call back will abide by Rules for State Personnel Administration governing Call Back (NAC 284.214). Return to work within one hour before the scheduled shift *or within one hour after the end of a scheduled shift should be considered as variable time*. Call Outs exceeding these parameters will be treated as Call Backs and compensated as such.

<b>Original signed by:</b>  <b>SIGNED</b>	<b>1/31/2012</b>
<b>David K. Morrow, Administrator</b>	<b>Date</b>

<b>Original signed by:</b>  <b>SIGNED</b>	<b>2/2/12</b>
<b>Leo Drozdoff, Director</b>	<b>Effective Date</b>

Copy to regions: 2/3/13

Review Date: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ AGENCY/HOME ORG: \_\_\_\_\_

DIVISION: \_\_\_\_\_

SECTION: \_\_\_\_\_

### REQUEST FOR VARIABLE WORKDAY SCHEDULE

NRS 284.180, subsection 6, states: "For employees who choose and are approved for a variable workday, overtime will be considered only after working 40 hours in one week."

I, \_\_\_\_\_, hereby choose and request approval for  
(Print Name)  
a variable workday schedule. I understand that by doing so, I may with supervisory approval, adjust my work schedule in a week so I work more than 8 hours a day, provided I do not exceed 40 hours in a workweek without supervisory approval.

I further understand that this agreement may be rescinded by either party giving 30 working days notice.

Entered into this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature                      Employee ID #                      Date

Approved by: \_\_\_\_\_  
Supervisor's Signature                      Date

Approved by: \_\_\_\_\_  
Appointing Authority's Signature                      Date

Note: An employee approved for a variable workday schedule must have the appropriate variable work cycle code entered into the ADVANTAGE-HR IFS system. Complete the work cycle code on the ESMT-A under agency specific data. Submit the ESMT-A along with the original signed copy of this document to State Personnel Records.

Distribution:    Original, State Personnel Records  
                    Employee  
                    Department/Division  
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CM:hg  
TS-78  
10/01/07