

SUBPART B – WORK SCHEDULES

ME427-12(a)(3)

ME427.12 Changing Tour of Duty

(a)(2) For specifically designated training and meetings or unique field needs, supervisors have the authority to make changes in employees' tours of duty on a one-time basis, i.e., a pay period or a field season. If work needs develop which are outside the normal business hours, a supervisor may adjust an employee's 8-hour work schedule day to a 10-hour day (maximum 40 hours per week) for which the employee would receive the regular rate of pay. The supervisor would then work out alternate workday reduction(s) to ensure that no more than 40 regular hours are worked in a week. Factors to be considered include: (1) FLSA status of the employee (normally applied to non-exempt); (2) current work schedule; (3) impact on the employee. Regardless of whether the workday is 8 or 10 hours, an additional 30 minutes must be allowed for the required lunch break.

Proposed work schedule changes should be discussed with the employee(s) affected. There may be compelling reasons why he/she is unable to adjust other work days such as workload. In those cases, employees may elect to earn the 2 hours beyond the 8-hour work schedule as credit hours (maximum level permitting) and not adjust hours of another day. If the employee is at the maximum limit of credit hours, they may be directed to modify the work day(s) necessary to 10 hours and adjust other days to compensate accordingly.

When a work schedule is changed from the normal 8-hour day with corresponding adjustment to other scheduled work day(s), the plan must be approved in advance by the supervisor and changed in WebTCAS. See instructions below (3). If these changes are not made, the employee will receive error messages when entering the alternate work hours.

Regardless of how additional hours are authorized, employees who commute more than 50 miles beyond their duty station to a training or field activity may be entitled to a per diem stipend if the entire work period extends 12 hours or more in a day. When travel authorizations are required for specifically designated training, etc., supervisors will notify the State Office of employees who will be authorized to travel on a case-by-case basis.

- (3) Changing Work Schedules in WebTCAS: To make a one-time change in your workday hours, in the section of WebTCAS titled "Schedules", click on the "Override" button. In the subsequent screen make the appropriate changes in hours and times for the days you are approved to change. Remember, the workweek cannot be longer than 40 hours (or other part time schedule you are assigned). Click on the button near the top of the screen for "Save for this Timesheet Only" then click on "Save" in the upper right of the screen. When you return to the T&A entry screen, your daily work hours will be adjusted. Remember to not any changes in the "Notes to Timekeeper" section of the T&A form.

ME427-6(2)