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Applicability: All DDSN Employees

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

## **I. Office Hours**

The Department of Department of Disabilities and Special Needs (DDSN) business office hours are 8:30 a.m. until 5:00 p.m., Monday through Friday except on State holidays.

## **II. Employee Work Schedule**

- A. Core Business Hours: The normal work schedule for all full-time Central Office employees is during DDSN's core business office hours from 8:30 a.m. until 5:00 p.m., Monday through Friday, seven and one-half hours per day, not counting a one-hour meal period. Some positions at DDSN may be required to work a 40-hour work week.

- B. **Alternative Work Schedule (AWS):** When an employee's job duties can accommodate, DDSN offers employees the option of working an AWS to provide flexibility to help balance work and personal responsibilities, while still meeting the mission requirements to serve our consumers. An AWS work day can start/end early (i.e., 7:00 a.m. to 3:30 p.m.) or start/end later (i.e., 9:00 a.m. to 5:30 p.m.). The flexible schedule start times will be between 7:00 a.m. and 9:00 a.m.; exceptions will be considered on a case-by-case basis requiring substantial justification. An AWS requires the employee to consistently work the same alternative scheduled hours every day.

Change in scheduled work hours must be requested and approved in advance by completing the "DDSN AWS Request Form," which is an attachment to this policy. For Regional Centers, approval requires all managers in the employees' chain of command through the Facility Administrator. For Central Office, approval requires all managers in the employees' chain of command through the Deputy Director. The employee will be notified by Human Resources (HR) at least 14 days in advance of the start date of the AWS effective in SCEIS. Once an AWS is approved, the employee does not have the latitude to change this schedule to accommodate unique daily circumstances without the employee's immediate supervisor's approval.

AWS is a privilege and not an entitlement. The employee's immediate supervisor is to ensure the overall work unit is adequately staffed during core business hours. AWS is subject to immediate termination by management to meet the needs of the mission or ability of the immediate supervisor to provide adequate oversight to an employee. Exempt employees using AWS are reminded they still are required to be responsive to meet mission requirements requiring time beyond normal AWS working hours, particularly time-sensitive issues.

Supervisors are permitted to approve adjustments in any employees' daily work schedule start/end times (standard core hours or AWS) on an occasional, time-limited basis to assist employees with balancing work/life needs. Each time limited occasion must be approved in writing, such as via email to maintain accountability.

### **III. Work Schedule and Additional Hours**

Additional hours may be required when the appropriate management official determines that the responsibilities of the office cannot be accomplished in the established work hours. In addition, work week schedules may be altered or changed at the discretion of the supervisor or management. Notification of changes will be made as far in advance as possible. If such changes involve overtime for a non-exempt employee the Overtime/Compensatory Time Policy must be followed.

### **IV. Lunch/Meal Period**

Normally, a one-hour lunch period shall be observed except when special circumstances dictate otherwise on a non-recurring basis. Lunch periods shall be scheduled between the hours of 11:00 a.m. and 2:00 p.m. with an immediate supervisor having the authority to adjust outside of

these times without further review. Lunch times for operations with 2nd and 3rd shifts will be set by immediate supervisors.

## **V. Reporting/Returning to Work**

Employees are expected to report to work at the appointed time and to return from lunch/meal periods at the appointed time.

If an employee is unable to report to work at their normal start time or is going to be late in reporting to work or returning from a lunch/meal period, he/she must call and speak with his/her supervisor directly as soon as possible or, if the supervisor is not available, leave a voice message or email for the supervisor and contact the supervisor's designee. In these instances and upon approval of the supervisor, the employee must complete a leave request in SCEIS Central. Failure to notify the proper authority may result in disciplinary action up to and including termination.

## **VI. Breaks**

- A. Break periods of up to 15-minutes may be granted in the morning and afternoon depending on the section's workload. The scheduling of breaks is the responsibility of the supervisor and is to be done in such a manner to ensure adequate coverage of the section during the workday.
- B. Employees may be denied a break period if the workload dictates or to ensure adequate coverage in the work area.
- C. Break periods may not be used in conjunction with leave or lunch/meal periods.
- D. Employees are expected to observe the 15-minute time limits on breaks.
- E. Unused breaks are lost if not taken at the appropriate time and may not be accumulated.

## **VII. Record Keeping**

It is the responsibility of each Office/Division to insure that accurate records are kept of all hours worked and all leave taken for their respective employees.

## **VIII. Employee Time Report**

- A. The Fair Labor Standards Act (FLSA) requires a record be maintained of all non-exempt employees' time worked. Non-exempt employees must enter time worked for the workweek through the SCEIS Central self-service portal and submit for approval. All employees are expected to key their time in SCEIS Central daily. Selected employees with limited access to the portal will complete a paper timesheet as directed by their supervisor. Time sheets must be completed and submitted by close of business each Monday for the previous workweek. The supervisor must approve an accurate time sheet.

- B. Hours of work for non-exempt employees will be maintained for a period of three (3) years.
- C. In the event that a non-exempt employee works more than 40-hours per week, the Overtime/Compensatory Time Policy must be followed and the use of premium time (time and a half) must be recorded.

**IX. Tele-Commuting**

Tele-Commuting is permissible and must be approved in writing, such as via email to maintain accountability. Supervisors are permitted to approve tele-commuting to assist employees with balancing work/life needs. See DDSN Directive 413-10-DD: Telecommuting Policy and Procedure.

**X. Compressed Work Weeks**

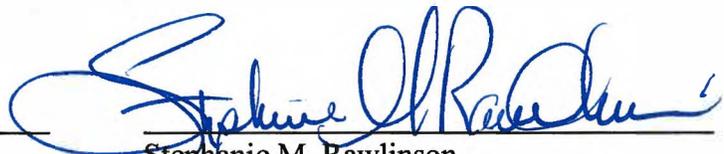
Compressed work weeks are not permissible. Compressed work weeks are defined as employees working more than 7.5 hours per day and either take a whole or half day off in a two (2) week cycle for a total of 75 hours.

**XI. Additional Policy Guidelines**

- A. A supervisor from within the immediate office must be present for the beginning and ending of each work day for FLSA non-exempt (overtime eligible) staff. FLSA non-exempt staff will not be approved to work a schedule that requires more than 40 work hours in the 7-day (Friday through Thursday) DDSN overtime work-week.
- B. Non-Exempt employees must take a one-hour lunch break each work day.



Barry D. Malphrus  
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*To access the following attachments, please see the agency website page "Current Directives" at: <https://ddsn.sc.gov/providers/ddsn-directives-standards-and-manuals/current-directives>*

Attachment: Alternative Work Schedule (AWS) Request Form