



DEPARTMENT OF HEALTH SERVICES HUMAN RESOURCES POLICY & PROCEDURE

TITLE: 403 – HOURS OF WORK

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403.01 INTRODUCTION

The Department of Health Services (DHS) Hours of Work policy applies to all permanent, project, limited term and probationary employees. It is intended to establish uniform procedures and standards for determining employee schedules and hours of work.

403.02 POLICY

The DHS Secretary is the legal appointing authority for DHS and has full authority to administer hours of work and overtime provisions in accordance with the appropriate statutes, regulations and policy. Division administrators have been delegated authority to establish work schedules for their staff under the compensation plan and applicable laws. Administrators may choose to further delegate some or all of this authority to facility directors or supervisors/managers.

Employee work schedules are the assigned hours, days of the week, days off, and shift rotation if applicable. Changes in employee work schedules may be made as necessary to meet the operational needs of the employer. To the extent practicable, a minimum of five (5) calendar days will be provided to employees when a schedule change is needed.

403.03 STANDARD WORK HOURS

The standard basis of full-time employment (FTE) for classified state employees is forty (40) hours in a work week. Additional hours may be required by an appointing authority to meet operational needs (See DHS Policy 404 – Scheduling of Additional Hours). In periods of emergency, the Governor may extend the work week and/or adjust working hours to use the available employees of any or all agencies as deemed essential.

The normal standard forty hour work week is divided into five work days of eight hours each (pro-rated for part-time employees based on their position FTE %). Hours of work may also be altered under a flexible-time or compressed work week schedule as discussed in DHS HR Policy 407 – Alternative Work Schedules.

403.04 STANDARD OFFICE HOURS

State offices must be open no later than 7:45 a.m. and close not earlier than 4:30 p.m. Monday through Friday with lunchtime intermissions from 11:45 a.m. to 12:30 p.m., except on official holidays or as altered by the Governor. Opening, closing and intermission hours may be adjusted with the permission of the Governor to relieve traffic congestion or as operational needs require.

403.05 MEAL/ BREAK PERIODS

Non-exempt employees taking an unpaid meal period must take a minimum of thirty (30) minutes. Employees working in DHS facilities may be scheduled to work straight eight hour shifts. Meal periods cannot be accumulated or otherwise included in the determination of starting and ending times. An unpaid meal period begins when an employee leaves their work area and ends when they return to the work area. Non-exempt employees who submit APS timesheets or PTAWeb entries with less than a 30 minute meal period will be compensated in cash for this time under the provisions of the [Fair Labor Standards Act \(FLSA\)](#).

All employees are allowed one, fifteen (15) minute break period per half shift. Break periods begin when an employee leaves their work area and ends when they return to the work area. Employees may not accumulate or use break periods to adjust work schedules or lengthen lunch periods unless prior authorization has been obtained.

403.06 SHIFT/DAY TRADES

Where applicable, employees with supervisory approval may mutually agree to exchange shifts, days off or trade into double shifts with other employees under the following conditions:

- Trades are allowable between staff within the same classification.
- Full shift trade requests must be submitted and approved at least 24 hours in advance of the trade date. In employing units that allow partial shift trades, requests may be submitted with less than 24 hours notice.
- Trade requests may not generate overtime.
- Trade requests must meet the operational needs of the employing unit.
- Traded shifts may not subsequently be traded.
- Employees on original probation may not request a shift trade until they have worked three months on the job in a work assignment.
- Scheduled paid leave days cannot be cancelled to accommodate a trade.
- Trades requests will only be considered for trades that will take place within 30 days of the request.

Any unanticipated absence by the employee on a traded shift or day trade may result in the employee being restricted from participating in trades for a ninety (90) day period.

403.07 JOB SHARES

A job share constitutes two employees sharing the required hours of work and the work schedule of one position. Requests will be assessed as to the benefits to the employing unit, continuity of program goals, number of other job shares in place, and the effects on services and coverage necessary for operations.

Two employees should submit a job share request using [DHS Form F-00621 Job Share Request/Agreement](#) to the supervisor under which the position is assigned indicating: which position is to be shared; the proposed schedule to be worked by each employee; and, a justification for the request. Both employees must sign the request. Job share requests are subject to the approval by the appointing authority.

Management retains full authority to allow or suspend requests to job share as deemed necessary. Two weeks notice for the beginning of, or the end of, a job share will be provided to affected employees to the extent as practicable.

403.08 REFERENCES

[Chapter 230, Wis. Stats;](#)
[Federal Fair Labor Standards Act \(FLSA\);](#)
[State of Wisconsin Compensation Plan;](#)
[Chapter 520, Wisconsin Human Resources Handbook](#)

403.09 ADMINISTRATIVE INFORMATION

This policy was created on December 2, 2012 to establish a consistent and uniform Hours of Work policy. This policy supersedes all previous DHS Hours of Work policies. Where it is in conflict with other departmental policies, this policy shall govern.