

HOURS OF WORK & WORK SCHEDULES

PURPOSE

To provide employees with scheduling options while ensuring coverage consistent with operational needs.

SCOPE

This policy applies to employees in the state civil service except Conservation Officers, Excise Officers and law enforcement employees of the Inspector General's Office and Indiana Gaming Commission.

STATEMENT OF POLICY

Regular attendance and punctuality are an important part of each state job, and it is the policy of the executive branch of Indiana state government that determining scheduling needs and enforcing attendance requirements is best accomplished at the local or agency level. Appointing authorities shall determine work schedules necessary for the effective operation of the agency.

The standard work schedule for state employees is 75 hours per biweekly pay period, unless otherwise authorized by the State Personnel Director and State Budget Agency.

Work schedules shall be developed to minimize premium overtime and avoid excessive overtime by individual employees. Overtime-eligible employees shall not be scheduled for nor work more than 40 hours in a calendar week without prior agency authorization.

REFERENCES

IC 4-1-2-1

IC 4-15-2.2-10

IC 4-15-2.2-15

IC 4-15-2.2-39

31 IAC 2-11-1

31 IAC 2-11-2

Overtime Assignments Policy and Responsibilities & Procedures

Financial Management Circulars 2003-1, 2004-02, and 2011-2

Fair Labor Standards Act & Rules

EFFECTIVE DATE July 1, 2011

Supersedes: Hours of Work Policy dated May 1, 2006

APPROVAL



Daniel L. Hackler, State Personnel Director

DATE

June 15, 2011