

Section: 2-1350**Staggered Flex Hours****Policy**

The staggered flex-hours program allows employees to pre-select a fixed work schedule, with supervisory approval, with start times in 15-minute intervals from 7:00 a.m. to 9:00 a.m. For example, employees who select and have been approved to work a 7:45 a.m. staggered flex-hours program, would start at 7:45 a.m. every day. Change in an employee's start time is to be pre-approved on an exception basis only. The staggered flex-hours program is available to CSEA and M/C employees in all district offices outside the Albany area.

Workload needs must be given primary consideration for participation in any of the department's flex-hours programs and management may determine the degree of supervision necessary. Where adequate supervisory coverage is not available during certain time periods, the flex-hours programs will not apply to that unit during those time periods. Participation in this flex-hours program requires a majority of unit employees electing to go on flex-hours.

The hours of operation available to the public must remain constant and full services must remain available during the hours of operation. Therefore, management may find it necessary to limit the acceptable starting times in a given unit for operational reasons.

Governing Rules For Staggered Flex Hours

Units requesting approval to participate in the staggered flex-hours program must have a majority of unit employees electing to go on flex-hours. An employee may elect to withdraw from the program at the end of any timesheet period. There is a six-month waiting period before the employee is again eligible to request flex-hours.

Employees in field assignments may not participate in this program.

All overtime eligible employees (those in Grade 22 and below) participating in this program must manually enter daily arrival and departure times and beginning and ending times of the lunch period on their LATS timesheet. Generally acceptable arrival times are in 15-minute intervals between 7:00 a.m. to 9:00 a.m. Generally acceptable departure times are every 15 minutes between 3:00 p.m. to 5:00 p.m. Acceptable lunch periods may be scheduled in 15-minute intervals beginning at 11:00 a.m. and ending by 2:30 p.m. Lunch periods must be at least 30 minutes in length.

Employees may select an acceptable work schedule, at any time by securing the supervisor's advance approval. When granting approval of requested schedules,

supervisors should follow the guidelines for granting requests to use annual or personal leave.

With prior supervisory approval, employees may occasionally change their work schedule. Supervisors are responsible for monitoring these changes to ensure employees are complying with the guidelines of this program.

With prior supervisory approval, employees may work up to six continuous hours without a lunch period provided the workday begins prior to 9:00 a.m. and ends at or before 5:00 p.m.

The agency's tardiness policy applies to participants of this program (See Section 2-1600). Employees who abuse the program (e.g., employee selects a starting time of 7:00 a.m. but frequently comes in late and charges tardy minutes), should be taken off the staggered flex-hours program or change their starting time to a later time. Habitual tardiness should be dealt with through the counseling and disciplinary process.

There is nothing final about participating in this program. Coverage of the unit throughout the workday and work needs must come first. If an employee on flex-hours is not producing the average amount of work, that employee should be taken off flex-hours.

Revised Date: 07/23/2004

Home	By category	All Documents	View Previous
----------------------	-----------------------------	-------------------------------	-------------------------------

Section: 2-1200**Basic Work Week****Policy**

In order to insure the efficient operation of the Department and to meet the needs of the taxpaying public, the Department has established appropriate workdays and work hours for its employees.

The Department, as authorized by the Civil Service Attendance Rules, has defined the standard workweek to consist of five 7.5 hour shifts for a total of 37.5 hours per week. The workweek, as established by the Department of Civil Service, is Thursday through Wednesday. The workday generally begins no earlier than 7:00 a.m. and ends no later than 5:00 p.m.

Employees may be required, when necessary, to work beyond the normal workday or basic workweek regardless of their eligibility to earn overtime (see section 2-2450).

Shift Operations:

Five separate shift operations exist in Enterprise Services Division that provide computer operations 24 hours a day, seven days a week. The first, second and third shifts run Thursday through Wednesday, with Saturday and Sunday as pass days. The fourth and fifth shifts are three-day, 12.5 hour shifts which cover the weekends.

Field Operations:

Field employees are subject to the same Attendance Rules and basic workday/workweek as all other department employees. However, to accommodate job assignments, field employees may occasionally be required to alter their workday and/or workweek.

Field employees are required to work a consistent 7.5 hour day but they have some latitude in starting and ending times because it is essential that their hours conform to those of the taxpayers.

Field employees must notify their supervisors and receive advance approval for any alteration or extension of the regular workday beyond those outlined below. This is required to enable supervisors to verify that the alteration is due to work related reasons.

Field employees are expected to report to their official work station at the beginning of the normal workday and return to their office upon completion of a work assignment, if they reasonably expect that they will be able to work a minimum of one hour before or after a field assignment. Any variation from this rule requires

advance approval from the immediate supervisor.

Supervisors may, at their discretion, and for a work-related reason, require an employee to report to the office for less than one hour or allow an employee to go home who could otherwise return to the office and perform more than one hour's work.

The need for flexibility because of the nature of field work is obvious; however, flexibility does not give the field employee the right to disregard or otherwise abuse the 7.5 hour work requirement. Any change in the 7.5 hour day requires prior supervisory approval.

As a practical matter, the Department does not normally schedule field assignments that extend the workday prior to 7:00 a.m. or after 5:00 p.m. Deviations to accommodate overtime situations may only be made for the professional reason of accommodating the taxapyer or for special assignments which are directed by the Department. Supervisors must be notified in advance of the professional reason and approve any overtime (see section 2-2450).

Lunch Period

A lunch period of at least one-half hour is mandated by law for every employee who works more than six hours in a day. It may begin no earlier than 11:00 a.m. and end no later than 2:30 p.m. The employee does not have the option to change that requirement. (see section 2-1300).

Field Employees

On the rare occasion that a field employee has a compelling professional reason to take a lunch period before 11:00 a.m. or after 2:00 p.m., or has not completed a lunch period by 2:30 p.m., the employee must give the supervisor notice and get approval for the professional reason for this action. Employees who have not completed their lunch by 2:30 p.m. and who have failed to obtain advance supervisory approval will be considered to have lost all or a portion of their lunch period. Employees who lose all or part of their lunch period under such circumstances will not be allowed to shorten their workday by the amount of time lost.

Revised Date: 08/13/2004

Section: 2-1300**Flex Hours Program****Policy**

In an effort to afford employees greater flexibility in their choice of working hours, labor and management worked together to develop several flex-hours programs that would best serve the needs of both employees and their managers. All of these programs offer different degrees of flexibility. Any changes or modifications to existing programs must be requested through the Labor Relations Bureau.

Workload needs must be given primary consideration for participation in any of the departmental flex-hours programs and management may determine the degree of supervision necessary. If adequate supervisory coverage is not available during certain time periods, the flex-hours programs will not apply to that unit during those time periods.

In offices dealing with the public, the hours available to the public must remain the same, with full services being available during that period. In addition, management retains the right to limit the acceptable starting times within a given unit for reasonable work-related reasons.

Comparison Chart Of Flex Hours Programs

The following chart shows the major components of each program. For more specific information, please refer to the section for each flex-hours program. Questions or interpretation of the flex-hours programs should be referred to the Labor Relations Bureau through your Administrative Section.

COMPONENTS	MINUTE-TO-MINUTE	STAGGERED HOURS	PEF FLEX**
Availability	CSEA & M/C Employees in Capital Area offices	CSEA & M/C Employees in all other district offices	PEF Employees in all department offices; certain field employees
Generally Acceptable Arrival	7:00 am - 9:00 am in one minute intervals; no set schedule; arrivals after 9:00 must be accounted for in 15 minute intervals	7:00 am - 9:00 am in 15 minute intervals, preselect schedule	7:00 am - 9:00 am in 15 minute intervals, preselect schedule
Generally Acceptable	Begin no earlier than 11:00 am/end	Begin no earlier than 11:00 a.m./end no	Begin no earlier than 11:00 am/end

Lunch	no later than 2:30 p.m.; at least 30 minutes	later than 2:30 p.m.; at least 30 minutes	no later than 2:30 pm;at least 30 minutes
Generally Acceptable Departure	3:00 pm - 5:00 pm in one minute intervals	3:00 pm - 5:00 pm in 15 minute intervals	3:00 pm - 5:00 pm in 15 minute intervals
Time Recordkeeping	*Use of punch clock is required at arrival and departure. Lunch entries may be manually entered	All entries for arrival, departure and lunch are manual	All entries for arrival, departure and lunch are manual
Tardiness	Tardy policy does not apply	Tardy policy applies to arrival time and return from lunch	Tardy policy applies to arrival time and return from lunch

*Except employees in Grade 23 and above

**Separate PEF Flex Hour Programs have been negotiated in the Suffolk, Queens and Nassau District Offices. Please see the district manager for details.

Governing Rules Common To All Flex Hours Programs

- The standard work day for Tax Department employees is 7 1/2 hours.
- The earliest acceptable starting time is 7:00 a.m. Management retains the right to limit acceptable starting times to later than 7:00 a.m. for work-related reasons. The latest acceptable departure time is 5:00 p.m.
- All lunches and breaks may be required, at the supervisor's direction, to be taken at an area other than the work station.
- The rules for release time to attend departmental social events apply(see section 2-2800).
- Employees will pre-select a lunch period of at least 30 minutes in length.
- Changes in the lunch period, including starting prior to the pre-selected starting time, may be made with prior supervisory approval.
- To be eligible for a work break after lunch, an employee must have worked for at least two consecutive hours after returning from lunch.
- The department may, with advance notice to the employee and when there is a work-related need (i.e., training sessions, special projects), require employees

to work a more standardized schedule for the duration of the special work assignment and return to flex hours at its conclusion. However, while working the temporary standardized work hours, the employee would continue to complete their timesheet by use of the punch clock.

Revised Date: 08/13/2004

Home	By category	All Documents	View Previous
----------------------	-----------------------------	-------------------------------	-------------------------------

Section: 2-1325**Minute to Minute Flex Hours****▼Policy**

The minute-to-minute flex-hours (MFX) program offers the greatest flexibility to employees, with acceptable starting times in one-minute intervals from 7:00 a.m. to 9:00 a.m. at the employee's option and without prior supervisory approval. It is available to most CSEA and M/C Capital area employees.

Employees who participate in this program are required to punch the soft clock in the Leave and Accrual Tracking System (LATS).

The agency's tardiness policy (Section 2-1600) does not apply to participants of this program. Arrivals after 9:00 a.m. (or after the employee's latest acceptable start time) are absences which must be charged to appropriate accruals in 15 minute units. MFX employees who arrive after 9:00 a.m. and receive their supervisor's approval to work a shorter day with or without a lunch break (working no more than 6 hours if no lunch is taken) are not allowed to work MFX on that day. They must start their day at the next quarter-hour and then may work up to 6 hours. For example: The employee arrives and punches in at 9:22 a.m. His/her work schedule for that day starts at 9:30 a.m., and LATS calculates it accordingly. The employee would be able to work until 3:30 p.m. without taking a lunch break and would be required to charge 1.50 hours to appropriate accruals.

Workload needs must be given primary consideration for participation in the MFX program and management may determine the degree of supervision necessary. If adequate supervisory coverage is not available during certain time periods, the MFX program will not apply to that unit during those time periods.

In offices dealing with the public, the hours available to the public must remain the same, with full services being available during that period. In addition, management retains the right to limit the acceptable starting times within a given unit for reasonable work-related reasons.

Governing Rules For Minute-To-Minute Flex Hours

- All overtime eligible employees (Grade 22 and below) participating in this program are required to punch a soft clock upon arrival at the start of the work day and upon departure at the end of the work day. The beginning and ending of the lunch period may be recorded with manual entries.
- Generally acceptable arrival times are from 7:00 a.m. to 9:00 a.m. in one-minute intervals at the employee's option, and do not require prior supervisory approval. Individual arrival times may be limited to periods

beginning later than 7:00 a.m. or ending earlier than 9:00 a.m. for work-related reasons.

- Employees who arrive at work before 9:00 a.m. are expected to work a total of 7.50 hours from the point of arrival, or to charge appropriate leave credits in units of 15 minutes. If employees have insufficient leave credits and do not opt to adjust their work day, authorized or unauthorized leave without pay must be reported in units of 15 minutes to cover the period of absence.
- If an employee who arrives at work after 9:00 a.m., that employee's workday is considered to be 9:00 a.m. - 5:00 p.m. In such cases, the employee must charge appropriate accruals in units of 15 minutes to cover the period of absence. If this occurs, the late arrival as well as any early departure must be considered separately and in units of 15 minutes rather than as a total of minutes that equal quarter hours. For example, arrival 8 minutes after 9:00 a.m. and a 7 minute early departure on the same day requires a charge to accruals of 30 minutes.
- In cases where employees have limited MFX hours (see Policy page 1 of this section), employees who arrive at work later than their allowable time must charge the absence to appropriate accruals. There is no option to adjust the work day to avoid the charging of accruals for the late arrival. The late arrival as well as any early departure must be considered separately and in units of 15 minutes rather than as a total of minutes that equal quarter hours.
- With prior supervisory approval, employees may work up to six continuous hours without a lunch period regardless of their arrival time at work, provided the work day ends at or before 5:00 p.m. However, the employees may not work MFX if the arrival time exceeds 9:00 a.m. Instances of arrival after 9:00 a.m. require the employee to begin their work shift at the next quarter-hour. (Arrival at 9:22 a.m. requires a start time of 9:30 a.m.)
- Unit supervisors, in conjunction with their division and bureau directors, can preselect a standard lunch period starting time for all unit employees which may be no later than 12:30 p.m.
- With respect to lunch periods, supervisors must assure coverage for their work unit. It may be necessary for some employees to select or be assigned a lunch period beginning at a time other than the standard unit designated lunch period. Assignment will be on a rotation basis, subject to the operating needs of the unit.
- Lateness when returning from lunch beyond the scheduled end of the employee's lunch period may result in an adjustment to the remainder of the work day in one minute intervals, subject to supervisory approval. If supervisory approval is not obtained, lateness must be charged to appropriate accruals. Workday adjustments may not extend the work day beyond 5:00 p.m.
- In units where coverage is mandatory during certain hours or within

certain job titles, coverage should be on a voluntary basis. Where there are not enough volunteers, coverage should be assigned on the basis of seniority in inverse order.

- Seniority is determined by the employee's original permanent appointment to the classified service. Breaks of service of a year or more affect an employee's seniority date.

Revised Date: 07/22/2004

[Home](#)

[By category](#)

[All Documents](#)

[View Previous](#)

Section: 2-1375**PEF Flex Hours****Policy**

The PEF flex-hours program is available only to PS&T employees only. As with the staggered flex-hours program, employees pre-select a fixed work schedule, with supervisory approval, starting in 15-minute intervals from 7:00 a.m. to 9:00 a.m. Employees in this program may make manual entries directly to their timesheet and are not required to use the LATS softclock or record attendance with a timekeeper. Participants of the PEF Flex program are subject to the agency's tardiness policy (See Section 2-1600).

Workload needs must be given primary consideration for participation in the PEF flex-hours program and management can determine the degree of supervision necessary. Where adequate supervisory coverage is not available during certain time periods, the PEF flex-hours program will not apply to that unit during those time periods. Participation in the PEF flex-hours program is voluntary and requires prior supervisory approval.

In offices dealing with the public, the hours available to the public must remain the same, with full services being available during that period. In addition, it may be necessary to limit the acceptable starting times in a given unit to later than 7:00 a.m. or earlier than 9:00 a.m. for reasonable work-related reasons.

Governing Rules For PEF Flex Hours

All PS&T employees are eligible to participate in this flex-hours program. An employee may elect to withdraw from the program at the end of any payroll period. Once an employee has withdrawn from the program, there is a two-week waiting period before the employee is eligible to again participate in the program.

This program is applicable to district offices subject to local conditions and approval by management. Management can determine the degree of supervision necessary. Where adequate supervisory coverage is not available during certain time periods, the program will not apply to that unit during those time periods.

Acceptable arrival times are every 15 minutes from 7:00 a.m. to 9:00 a.m. Acceptable departure times are at 15-minute intervals from 3:00 p.m. to 5:00 p.m. More restrictive arrival and departure times, such as between 8:00 a.m. to 9:00 a.m. and 4:00 p.m. to 5:00 p.m., may be set for reasonable work related reasons.

With prior supervisory approval, employees may work six continuous hours without a lunch period provided they arrive promptly at the start of the workday.

Certain field personnel are eligible to participate in this program. Specifically, individuals in the Tax Auditor or Tax Technician title series may, upon requesting prior supervisory approval, participate in this program provided they are in the office the entire workday.

Individuals in the Tax Compliance Agent title series may, upon receiving prior supervisory approval, participate in this program provided they are in the office for a continuous period which represents half the workday.

All employees, both overtime eligible (Grade 22 and below) and overtime ineligible (Grade 23 and above) are required to make manual entries on the timesheet stating their arrival and departure from work, the start and end of the lunch period and any other absences during the work day.

Depending on operating needs, employees in this program may seek approval for a pre-selected work schedule, or be assigned a work schedule by management. This schedule will be considered the normal work hours for the employee. When granting approval of a requested work schedule, supervisors should follow the guidelines for granting requests to use annual or personal leave.

Also depending on operating needs, employees must pre-select a lunch period or have one assigned to them. The minimum lunch period is 30 minutes and may begin no earlier than 11:00 a.m. and end no later than 2:30 p.m. Supervisory approval to extend a lunch period may be granted in 15-minute intervals.

Changes in the employee's normal work schedule are to be the exception rather than the rule. With prior supervisory approval, the employee's normal work schedule may occasionally be changed. Changes in the employee's normal work schedule may also be allowed without prior supervisory approval if the supervisor is satisfied that the conditions for the use of personal leave without prior approval existed (see section 2-2550). A consistent or patterned use of changes to the normal work schedule may result in the employee's removal from the program.

Employees are required to work a total of 7 1/2 hours from the scheduled arrival time or to charge appropriate leave credits in units of 15 minutes. If employees have insufficient leave credits and do not have prior supervisory approval to adjust their work day, they will have leave without pay reported in units of 15 minutes and appropriate payroll deductions will be made in a future payroll check.

Extensions of the lunch period require prior supervisory approval. The work day may not be adjusted for lateness when returning from lunch without prior supervisory approval. Prior supervisory approval is defined as that given before the end of the scheduled or approved lunch period. Unless the conditions for personal leave with prior approval exist (see Section 2-2550), lateness in returning from lunch will result in leave without pay and appropriate payroll deductions will be made in a future payroll check.

Unit supervisors, in conjunction with their division and bureau directors, may pre-select a standard lunch period starting time for all unit employees. Operational needs may result in some employees selecting or being assigned lunch periods which differ from the standard unit-designated lunch period starting time in order to provide necessary coverage. Assignments will be on a rotational basis, subject to the operating needs of the unit.

Employees who do not have prior approval to use leave credits for arrival after their scheduled starting times are considered tardy and should record their tardiness in accordance with the agency's tardiness policy. There is no option to adjust the workday for tardiness which results in arrival after an employee's scheduled arrival time.

Supervisors may require that an employee provide documentation to substantiate that an emergency existed which prevented the employee's timely arrival in the morning. This is necessary when the employee is requesting the use of personal leave without prior approval.

The official clock by which arrival and departure times are determined is the clock within each office.

In units where coverage is mandatory during certain hours or within certain job titles, coverage should be on a voluntary basis. If there are not enough volunteers, coverage should be assigned on the basis of seniority in inverse order.

Should an employee feel aggrieved after attempting to use normal supervisory channels to resolve disagreements or misunderstandings about this program, a non-contract grievance may be filed at Step 2.

If supervisory approval for an employee to participate in the PEF flex-hours program is withdrawn for excessive tardiness, the employee must remain on standard hours for a period of two months. At the end of this period, the employee may reapply to again participate in the PEF flex program subject to supervisory approval.

▼ Supervisor's Advisory

Supervisors are responsible for insuring that each employee under their supervision works 7 1/2 hours a day, charges appropriate leave credits, and has leave without pay or unauthorized leave without pay, as appropriate, reported for each working day. Failure to work a 7 1/2 hour day on a regular basis should be viewed by supervisors as an abuse of the system and dealt with through supervisory counseling and disciplinary action.

Program guidelines may vary in some district offices as a result of local labor management agreements.

Revised Date: 07/26/2004

Home	By category	All Documents	View Previous
----------------------	-----------------------------	-------------------------------	-------------------------------

Section: 2-1380**Voluntary Reduction in Work Schedule****Policy**

Voluntary Reduction in Work Schedule (VRWS) is a negotiated program that allows employees to trade income for time off. The program allows employees flexibility in their work schedules and allows management to insure that work load needs continue to be met.

Procedure**Eligibility**

The VRWS program is currently available to eligible annual-salaried employees.

The following eligibility criteria will apply:

- Employees are required to be employed to work on a full-time annual salaried basis for a minimum of one bi-weekly payroll period immediately prior to the time of entry into the VRWS program. Time on paid or unpaid leave from a full-time annual salaried position satisfies this requirement;

and

- Employees must remain in a full-time annual salaried position during the term of the VRWS agreement;

and

- Employees must have one continuous year of State service on a qualifying schedule (any schedule which entitled the employee to earn leave credits, not necessarily a full-time schedule).

Employees who separate from state service (through resignation, termination, layoff, etc.) for more than one year cannot count service preceding that break toward the one-year requirement unless the employee is reinstated by the Civil Service Commission or appointed while on a preferred list. Payroll periods of the following will count toward the one-year service requirement:

- VRWS participation
- absences while in sick leave at half pay status
- short-term disability leave under the Income Protection Plan
- Worker's Compensation leave under the Leave, Award and Supplement, or
- medical evaluation programs

Under most circumstances, probationary employees and employees serving in a traineeship are not permitted to participate in the VRWS program. However, OHRM may make an exception to this policy on a case by case basis when the applicant intends to charge banked VR credits after the completion of the probationary/traineeship period or during a period of mandatory leave such as maternity/child rearing leave. Applications submitted by probationers or employees in a traineeship must be reviewed by OHRM-Employee Benefits Unit prior to submission of the VRWS application for Division Director approval.

Participating employees may reduce their work schedule, salary or both by a minimum of 5%, in 5% increments, up to a maximum of 30%.

Four options in the VRWS program are available: shorter workday, shorter workweek, block of time off or intermittent day/time off.

The employee and management can establish a VRWS agreement for any number of pay periods in duration from 1 to 26 for the option selected. All arrangements must begin on a date corresponding to the beginning of a payroll period and end on the last day of a payroll period. Agreements must expire no later than the last day of the last payroll period of each fiscal year.

Once agreed upon by management, VRWS schedules cannot be changed without the consent of the employee except in an emergency. The employee and management may, by mutual agreement, discontinue or modify the VRWS agreement if the employee's or management's needs or circumstances change.

Application

The following steps are taken in the application process of the VRWS program:

- The employee develops a plan for reduced work schedule by completing Form HRM-55, Application for Voluntary Reduction in Work Schedule - VRWS.
- The employee discusses the plan with his or her immediate supervisor. The application is then submitted to the Bureau Director or District Office Section Head.
- Management reviews and recommends either approval or denial of the plan. The Bureau Director or District Office Section Head then forwards Form HRM-55 to the Division Director with a recommendation to approve or deny.
- The Division Director reviews the request and forwards Form HRM-55 to their Deputy Commissioner level with a recommendation to approve or deny. The Deputy Commissioner makes the final decision to approve or deny.
- An employee whose request to participate in the VRWS program has been

denied by the Deputy Commissioner shall have the right to request a written statement of the reason for the denial. Such written statement shall be provided within five working days of the request. Upon receipt, the employee may request a review of the denial by the Director of Labor Relations. Requests for review must be made and reviewed, in accordance with the procedures set forth in the [GOER - Voluntary Reduction in Work Schedule Program Guidelines.](#)

Time and Attendance Records

Completed applications must be submitted to the administration section. In turn, administration personnel will submit the form to OHRM - Employee Benefits unit for processing. Approved applications should be submitted at least two weeks prior to the start date.

LATS will be updated to reflect a VRWS schedule. VRWS employees will have an additional row at the top of their LATS timesheet called AWS. There is no need to check an AWS box in this row. Instead, employees on VRWS will charge VRWS accruals for their planned absences. If banking accruals, employees can track their earnings in the Balance and Earnings chart on LATS by clicking on the "VRWS" link the accruals table at the bottom of their timesheet.

Employees participating in the VRWS program earn annual, personal, sick leave and vacation bonus days at a prorated rate. Personal leave on LATS at the time a VRWS agreement starts will also be prorated. Please see the chart below for more information.



[- Accrual Rate for Employees on a VRWS Work Schedule.doc](#)

VR credits earned must be liquidated by September 30th following the end of the fiscal year in which the agreement expires. For example, an employee whose VRWS agreement is from November 15, 2007 through March 19, 2008, must liquidate earned VR credits by September 30, 2008. Likewise, an employee whose VRWS agreement is from April 17, 2008 through January 14, 2009, must liquidate earned VR credits by September 30, 2009.

▼ Supervisor's Advisory

In considering requests for VRWS, supervisors, bureau heads and division directors must consider the employee's role in revenue generation, critical project assignments, peak period operations, the legislative process, and budget preparation. The employee's absence as a result of participation in this program must be weighed in relation to the ability of the department to meet its responsibilities.

All applications, whether approved or denied, must be forwarded to the Employee Benefits unit in OHRM (through the employee's Administrative Section.)

Supervisors should advise their employees that participation in the VRWS program has various effects on their benefits. Therefore, supervisors should instruct employees interested in participating in the VRWS program to obtain a copy of the current [GOER - Voluntary Reduction in Work Schedule Program Guidelines](#).



VRWS application.doc

Revised Date: 07/30/2009

<u>Home</u>	<u>By category</u>	<u>All Documents</u>	<u>View Previous</u>
-----------------------------	------------------------------------	--------------------------------------	--------------------------------------