

OMF POLICY: Working Environment

3.01 Work Schedules

OMF supervisors are responsible for approving their employees' work schedules and ensuring these schedules fit within the core operating hours of the work unit or division. If an employee wants a different work schedule, he/she must first get his/her supervisor's approval for the new work schedule. Supervisors are responsible for ensuring the approved work schedule meets operational needs and that for Fair Labor Standards Act (FLSA) covered employees it is a schedule that has already been configured in SAP and is permissible under City rules and labor contract provisions. A copy of the approved work schedule form will be sent to the employee's Operating Bureau Personnel Administrator, who will enter the updated schedule into SAP and communicate to the timekeeper, and a copy will be placed in the employee's personnel file in the bureau.

Reference:

[Work Week Schedule Form](#)

OMF Business Owner:
Last updated:

Business Operations
October 14, 2015