



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
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DEPARTMENTAL DIRECTIVE
NO. 230.50

8 March 2006

DMAVA HOURS OF WORK

1. **PURPOSE:** In order to help ensure that the New Jersey Department of Military and Veterans Affairs (DMAVA) maintains the most accessible workplace possible, be advised that the Department has established the following directive for hours of work for DMAVA state employees.
2. **APPLICABILITY:** This directive applies to all state employees of DMAVA located at the Lawrenceville complex.
3. **REFERENCES:**
 - a. Negotiated contractual agreements for all bargaining units.
 - b. Alternative Work Week Program Guide.
 - c. DMAVA Corrective and Disciplinary Action Booklet.
4. **DEFINITIONS:**
 - a. **Alternate Workweek Plan (AWP)** – is a plan whereby an employee will work more hours per day so that he/she can work one less day, per pay period. All employees in the program will work nine days in a pay period.
 - b. **Employees** – All state employees employed by DMAVA at the Lawrenceville complex.
 - c. **Fixed Workweek job titles** - specified in the state of New Jersey Compensation Plan, Fair Standards Labor Act, as prescribed by the New Jersey Department of Personnel, and in accordance with the applicable negotiated agreements and contracts. (for example, 35 or 40 Hour).
 - d. **Non-limited (NL)** titles – are those titles having irregular or variable work hours. NL titles are those titles in which employees work at least a 35-hour workweek with occasional requirements for a longer workweek to complete projects or assignments.

5. POLICY:

a. Employees are expected to report to work within the hours defined in this directive. This directive is being prepared to ensure there is an adequate level of supervision present during the “normal business hours”. Employees who fail to adhere to the Hours of Work directive may be subject to disciplinary action.

b. All employees will have a 15-minute rest period during each half shift as governed by negotiated contractual agreements.

c. All employees shall have a minimum of one half (1/2) hour period for an unpaid lunch period during the mid portion of the workday.

d. Use of break time or lunch period to shorten the normal workday hours is prohibited.

e. Effective 30 March 2006, all employees shall follow one of the schedules listed below.

f. Requests for accommodation (i.e. child care, elder care, transportation) must be submitted in writing to an employee’s direct supervisor. The supervisor shall forward the request with recommendation through the Division Director and the Director of Human Resources to the Deputy Commissioner for approval. Accommodations shall be considered to be temporary in nature.

6. RESPONSIBILITY:

The Human Resources Division (HRD) shall be responsible to distribute this directive to all new employees. Managers/Supervisors/Department Heads shall ensure employees comply with the directive and shall enforce this directive within their area of responsibility.

7. PROCEDURES:

In an effort to maintain accessibility to DMAVA’s services, employees are required to follow the schedule listed below:

Fixed Workweek - 35 Hour

8:00 am – 4:00 pm with a one-hour lunch for 35-hour employees who are not participating in the Alternate Workweek Program (AWP). This is reflected as a 7.0 hour day on timesheets.

Fixed Work Week – 40 Hour

8:00 am – 5:00 pm with a one hour for lunch for 40-hour employees who are not participating in the AWP. This is reflected as an 8.0 hour day on time sheets.

Alternate Work Week Plan (AWP)

8:00 am – 4:00 pm with one half hour for lunch for 35-hour employees on the week of the Standard Day Off. This is reflected as 7.5 hours on a timesheet.

8:00 am – 4:30 pm with one half hour for lunch for 35-hour employees on the 5 day work week. This is reflected as 8.0 hours on a timesheet.

7:00 am – 5:30 pm with one half hour lunch for 40-hour employees on the week of the Standard Day Off. This is reflected as 10 hours on a time sheet.

7:00 am – 3:30 pm with one half hour lunch for 40-hour employees on the five-day workweek. This is reflected as 8 hours on a timesheet.

The proponent of this Directive is the Human Resources Division. Users are invited to submit comments and suggested improvements directly to NJDMAVA, ATTN: HRD, PO Box 340, Trenton, NJ 08625-0340.

OFFICIAL:

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