



State of Ohio
Office of the Inspector General

THOMAS P. CHARLES, Inspector General

REPORT OF INVESTIGATION

FILE ID NUMBER: 2007284

AGENCY: Ohio Department of Aging
Ohio's Best Rx

BASIS FOR INVESTIGATION: Agency Referral

ALLEGATION: Abuse of State Time

INITIATED: September 13, 2007

DATE OF REPORT: February 12, 2008

EXECUTIVE SUMMARY

File ID No. 2007284

On September 13, 2007, the Office of Inspector General (“OIG”) initiated an investigation after meeting with officials from the Ohio Department of Aging (“ODA”) regarding allegations of an employee’s abuse of time. Governor Strickland’s Chief Legal Counsel, Kent Markus, referred ODA officials to the OIG to review matters involving Jennifer Lopez who, at the time, was the program manager of Ohio’s Best Rx. Ohio’s Best Rx is a prescription drug discount card program designed to lower the cost of prescriptions for qualified Ohio residents. It was alleged that Lopez was paid for work hours not substantiated by her log-in times or other relevant records.

Jennifer Lopez was named Director of Ohio’s Best Rx in 2005, prior to the transfer of the program from the Ohio Department of Job and Family Services to the ODA in July, 2007.

Officials at ODA became concerned about Lopez’s lack of punctuality and attendance in early September, 2007, and began examining all available resources to determine whether she was accurately documenting her work hours. Legal Counsel Carla Dowling-Fitzpatrick and Human Resource Administrator Catherine Kolbash found that between July 9, 2007 and August 31, 2007, Lopez claimed and was paid for 77.7 hours for which they could not account. Our examination of records revealed that between July 10, 2007 and September 10, 2007, Ms. Lopez was paid for 71.62 hours that could not be accounted for. At an hourly rate of \$44.51, she was paid a total of \$4,239.79 (\$3,187.81 in wages and \$1,051.98 in fringe benefits) to which she was not entitled for that time period.

The ODA is located on the 8th, 9th, and 10th floors of the Leveque Tower, and the only person to see Ms. Lopez on a daily basis was Linda Neumann, her secretary for the past two years. Ms. Neumann told investigators that, on average, she saw Lopez three to four

times per week and that she normally did not know where Lopez was or what she was doing.

During her interview by OIG investigators, Lopez was able to provide adequate explanations for her whereabouts on several questioned dates with the entries she had made in her personal calendar. However, when challenged with other timekeeping discrepancies, Lopez said that “sometimes she was either late for work or she left early.” Additionally, she had no explanation for some of her lengthy absences from work during the middle of the day.

Our investigation revealed that Lopez routinely arrived and departed from work as she pleased, regardless of the work hours she was scheduled. She told investigators she was not used to being held accountable for her time. Personnel records show that Lopez has been employed by the State of Ohio since May, 1995. The ODA released Ms. Lopez from state service by unclassified termination following her September 19, 2007, interview by OIG investigators.

We are referring a copy of this report to the Columbus City Prosecutor for review.

TABLE OF CONTENTS

	Page
I. BASIS FOR INVESTIGATION.....	5
II. ACTION TAKEN IN FURTHERANCE OF INVESTIGATION	5
III. DISCUSSION.....	5
Allegation 1: Jennifer J. Lopez received pay for time that she did not work	6
IV. CONCLUSION.....	8
V. RECOMMENDATIONS	8
VI. REFERRAL	9
 EXHIBITS	
Lopez’s Time Keeping Discrepancies	A
ODA A-130 Alternative Work Schedule.....	B

I. BASIS FOR INVESTIGATION

On September 13, 2007, Governor Strickland's Chief Legal Counsel, Kent Markus, requested that the Ohio Department of Aging ("ODA") contact the Office of the Inspector General ("OIG") concerning Ms. Jennifer Lopez, Program Manager of Ohio's Best Rx, Ohio's discount drug prescription program. The OIG reviewed whether Lopez received compensation for hours not worked.

II. ACTION TAKEN IN FURTHERANCE OF INVESTIGATION

We reviewed time sheets and other relevant records. We also conducted numerous interviews with Lopez's supervisors, subordinates, and co-workers.

III. DISCUSSION

Ohio's Best Rx is this State's prescription drug discount program. It was designed to lower the cost of prescriptions for Ohio's residents without drug insurance coverage who are either age 60 and over, or of any age with income less than 300% of the federal poverty level.

The program is the result of legislation passed by the Ohio General Assembly and signed by the Governor in December, 2003. Initially, it was placed under the umbrella of the Ohio Department of Job and Family Services ("ODJFS"). Jennifer J. Lopez was appointed Director of Ohio's Best Rx in April, 2005. Her duties included the overall operation of Ohio's Best Rx, promoting the program to gain contracts with drug manufacturers and to provide discounts to program participants. In July, 2007, due to a change in legislation, Ohio's Best Rx was moved to ODA and Lopez was reassigned as its Program Manager, also an unclassified position.

ODA Director Barbara Riley learned of an email sent by Lopez's secretary to another coworker alleging that Lopez was generally absent without leave. Additionally, there were repeated rumors of Lopez's lack of punctuality and attendance. As a result, Director Riley assigned Legal Counsel Carla Dowling-Fitzpatrick and Human Resource Administrator Catherine Kolbash to conduct an internal investigation of the matter.

The two ODA investigators determined that between July 3, 2007, and September 4, 2007, Lopez was paid for 77.7 hours that could not be accounted for.

The results of their investigation were brought to the attention of Kent Markus on September 13, 2007, and he subsequently requested they contact the OIG to coordinate any further investigative activities regarding Lopez.

Allegation: Jennifer J. Lopez received pay for time that she did not work.

Lopez was interviewed on September 19, 2007, at the Office of the Inspector General.¹ Upon her arrival, we requested her personal calendar/planner. (In an earlier interview with Lopez's secretary, we were advised that Lopez seldom utilized her electronic calendar. Her secretary stated that Lopez "writes her whole life in her personal calendar, her planner is her life.") During our interview of Lopez, we referred to the documentation provided by ODA and her personal calendar to clarify information about the dates in question.

We asked Lopez to explain how and when she used the electronic calendar, as opposed to her personal calendar. She stated the electronic calendar was used mostly for meetings and events, while her personal calendar detailed almost all of her activities.

¹ Immediately following her interview, ODA released Ms. Lopez from state service through unclassified termination. Under Ohio law, civil service is divided into classified service and unclassified service; R.C. 124.11. Unclassified civil servants are appointed at the discretion, and serve at the pleasure, of the appointing authority. Unclassified employees may be dismissed at any time without cause, provided that the dismissal is not made for discriminatory or other unlawful reasons.

We asked Lopez to describe her normal work schedule at ODA and how she completed her bi-weekly payroll time sheet. She stated that her core work hours were from 9:00 a.m. to 5:30 p.m., Monday through Friday. She then showed us her personal calendar where she marked "TK" (for time-keep) on every other Thursday so she would remember to complete her time sheet for the two-week pay period. She further said that on payroll Thursdays, she reviewed the previous two weeks in her personal calendar for any time discrepancies or changes to her core hours, and then submitted the needed leave forms. She admitted that a lot of her time sheet information was "guess work."

We questioned Lopez about the discrepancies between her time sheets and the swipe card records. She told us if her personal calendar did not reflect any changes to her normal work schedule, she just claimed to have worked her scheduled core hours. Lopez said, "I have the worst memory." She told us she was not used to someone wanting to know her whereabouts because, "It's assumed I am working on stuff." Lopez was questioned about each day between July 10, 2007 through September 10, 2007, where discrepancies between the time sheets and other records appeared.

As we began questioning Lopez about her claimed work hours, she told us her husband was an attorney in downtown Columbus, and they sometimes ride to work together. She stated that her husband will occasionally come and take the car. However, she later admitted that her husband generally works out-of-state, Monday through Friday.

From July 10, 2007 through September 10, 2007, we uncovered 25 instances where Lopez claimed to have worked hours that conflicted with the electronic swipe card data. During that time frame, Lopez was paid for 71.62 hours at an hourly rate of \$44.51 per hour. She collected \$3,187.81 in wages and \$1,051.98 in fringe benefits for time that could not be accounted for. (Exhibit A)

Due to Ohio's Best Rx being under ODJFS prior to July, 2007, we attempted to ascertain if Lopez's pattern of claiming pay for hours not worked existed prior to the program's transfer to ODA. However, ODJFS' records were no longer available for review. Based on our investigation, we determined that Jennifer Lopez was paid for 71.62 hours of time she did not work.

Accordingly, we find reasonable cause to believe a wrongful act occurred in this instance.

IV. CONCLUSION

As the program manager of Ohio's Best Rx, Lopez had established core work hours for herself; however, she neglected to follow them. Utilizing her electronic and personal calendars, Lopez would prepare her two-week time sheet every other Thursday. She told us that unless one of her calendars indicated leave had been taken, or she was scheduled for something outside her normal work hours, she just claimed to have worked her core hours.

Many times, the discrepancies we found were due to Lopez's late arrivals, middle-of-the-day absences, and early departures from her ODA office, which were coupled with a lack of documentation to substantiate her whereabouts. When questioned about these instances, Lopez could not explain her absences and stated she was not used to being held accountable for her hours.

V. RECOMMENDATIONS

Based upon the results of this investigation, we make the following recommendations, and we request the ODA respond to this office within 60 days as to how they were implemented.

1. ODA should ensure that all personnel follow policy A-130 concerning the Alternative Work Schedule. (Exhibit B) All current ODA employees should be refreshed as to the contents of this policy. ODA management should include this policy as part of their orientation program for newly hired employees.
2. ODA should develop a supervisory mechanism that ensures employee attendance accountability on a daily basis.

VI. REFERRAL

A copy of this investigation is being referred to the Columbus City Prosecutor for their review.

EXHIBITS

EXHIBIT A

DATE	TIME CLAIMED	TIME DIFF.	EXPLANTION
7/10/07	9:00 a.m.- 5:30 p.m.	9:00-10:17 a.m. 1:13-3:00 p.m. 2:21 hours	When asked about her late arrival time, Ms. Lopez said, "I don't think I got to work until 10:17" and she could not recall her whereabouts that afternoon from 1:13-4 p.m., although her electronic calendar reflected an AZ Office of Medicaid meeting from 3 p.m. to 4 p.m.. (Credit Ms. Lopez with 43 minutes, she worked until 6:13 p.m.)
7/12/07	9:00 a.m.– 5:30 p.m.	9:00-10:16 a.m. 1:16 hours	Ms. Lopez said she arrived for work at 10:16 and although she does not remember, she said her husband could have taken the car when it left the garage at 1:59 p.m. It was later learned that she used 3 hours sick leave from 2:30 to 5:30 p.m.
7/13/07	9:00 a.m.– 6:00 p.m.	10 a.m.- 12:55 p.m. 2:55 hours	Lopez had an 8:30 – 10 a.m. meeting with Steve Fireman at the New Albany Starbucks and afterwards, she said she might have also stopped at Target or McDonald's on her way to work
7/18/07	9:00 a.m.- 5:00 p.m.	9:00-10:02 a.m. 3:26-5:00 p.m. 2:26 hours	Lopez arrived for work at 10:02 a.m. and said her husband might have taken the car at 3:26 p.m., although she does not remember.
7/20/07	9:00 a.m.- 5:30 p.m.	9:00-11:49a.m. 2:49 hours	Ms. Lopez arrived at work at 11:49 a.m. She could not explain her absence.
7/23/07	9:00 a.m.- 6:00 p.m.	9:00-9:26 a.m. 5:46-6:00 p.m. 40 minutes	Ms. Lopez said she arrived for work at 9:26 a.m. and left at 5:46 p.m.
7/24/07	9:00 a.m.- 6:30 p.m.	9:00-10:08 a.m. 4:00-6:30 p.m. 2:38 hours	Ms. Lopez arrived at 10:08 a.m. and left at 4:00 p.m. She said she might have stopped at OSU on the way home, but is not sure.
7/25/07	10:30 a.m.- 5:00 p.m.	10:30 a.m.- 12:39 p.m. 2:09 hours	Ms. Lopez's personal calendar showed a SAAB car appointment at 10:30 a.m. she swiped in at 12:39 p.m. She had a 3:00-5:00 PB Task Force meeting on her electronic calendar.
7/26/07	11:00 a.m.- 7:00 p.m.	5:30p.m.- 7:00p.m. 1:30 hours	Ms. Lopez arrived for work at 11:00 a.m. She had no explanation for leaving work at 5:30 p.m.
8/1/07	11:00 a.m.- 9:30 p.m.	11:00-12:07 5:56-7:30 1:07 hours	Ms. Lopez arrived for work at 12:07 p.m. She said traffic delayed her arrival at the State Fair until 7:30 p.m.

DATE	TIME CLAIMED	TIME DIFF.	EXPLANTION
8/2/07	11:00 a.m.- 9:30 p.m.	11:00 a.m.- 9:30 p.m. 10:00 hours	Ms. Lopez did not visit her building that day; her personal calendar reported a cancelled 11:30 a.m. meeting. She said, "I don't recall that day at all to be honest with you."
8/6/07	9:00a.m.- 6:30 p.m.	9:00-10:57a.m. 4:09-6:30 p.m. 4:18 hours	Ms. Lopez said she did not arrive for work until 10:57 a.m. and she had no explanation for leaving at 4:09 p.m. She said her husband could have taken the car, although she does not remember.
8/9/07	9:00 a.m.- 5:30 p.m.	9:00-11:26 a.m. 2:26 hours	Ms. Lopez did not remember going to the AFLCIO conference on this date, although she did attend on 8/10/07. She had no explanation for her 11:26 a.m. arrival.
8/13/07	11:00 a.m.- 5:30 p.m.	11:00 a.m.- 2:00 p.m. 5:03-5:30 p.m. 3:27 hours	Ms. Lopez's personal calendar reflected SL during the morning; however, no leave was reported for payroll purposes. She worked a total of 3:03 for the day.
8/14/07	9:30 a.m.- 6:00 p.m.	9:30-10:07 a.m. 11:54 a.m.- 3:51 p.m. 5:23-6:00 p.m. 5:11 hours	Ms. Lopez said she must have arrived for work at 10:07 a.m. She said she might have met with the United Way, although she does not remember. She also said she must have left work at 5:23 p.m.
8/17/07	9:45 a.m.- 6:00 p.m.	9:45-11:42 a.m. 1:23-4:33 p.m. 5:38-6:00 p.m. 5:19 hours	Ms. Lopez had no explanation why she was late for work or where she was between 1:23-4:33 p.m. She said someone might have taken her car, but she did not remember.
8/20/07	9:00 a.m.- 6:00 p.m.	9:00-9:34 a.m. 11:19a.m.- 2:44 p.m. 5:07-6:00 p.m. 4:52 hours	Ms. Lopez said she arrived for work at 9:34 a.m. and did not remember her whereabouts between 11:19 a.m. and 2:44 p.m. She said she left work at 5:07 p.m.
8/21/07	9:00 a.m.- 6:00 p.m.	9:00-10:17 a.m. 4:01-6:00 p.m. 3:16 hours	Ms. Lopez said she arrived late for work at 10:17 a.m. "could only guess" why she left early at 4:01 p.m. she did not remember.
8/22/07	9:00 a.m.- 1:00 p.m.	9:00-10:01 a.m. 12:21-1:00 p.m. 1:40 hours	Ms. Lopez said she arrived late for work at 10:01 a.m. and must have also left early at 12:21 p.m.
8/30/07	9:00 a.m.- 6:00 p.m.	5:19-6:00 p.m. 41 minutes	Ms. Lopez said she left work 41 minutes early, at 5:19 p.m.
8/31/07	9:00 a.m.- 6:00 p.m.	9:00-10:01 a.m. 11:51 a.m.- 1:36 p.m. 1:44-5:40 p.m. 1:01 hours	Ms. Lopez said she arrived for work at 10:01 a.m. Her calendar indicated a meeting at the ODH and she believed she was there until 5:40 p.m.

DATE	TIME CLAIMED	TIME DIFF.	EXPLANTION
9/4/07	9:00 a.m.- 6:00 p.m.	9:00-10:00 a.m. 1:58-3:26 p.m. 5:20-6:00 p.m. 3:08 hours	Ms. Lopez said she was late for work at 10:00 a.m. She thought she might have gone to see her dentist, but did not remember. She also left work early at 5:20 p.m.
9/5/07	9:00 a.m.- 5:00 p.m.	9:00 a.m.- 12:41 p.m. 4:17-5:00 p.m. 3:41 hours	Ms. Lopez had a cancelled dentist appt. at 10:00 a.m. with Dr. Long. She met Julie and Barb for lunch at 11:30 a.m. She could not account for her time between 9:00-11:30 a.m. and said she met M. Roshon after 4:00 p.m.
9/6/07	9:30 a.m.- 6:00 p.m.	9:30-9:57 a.m. 5:10-6:00 p.m. 1:17	Ms. Lopez arrived for work at 9:57 a.m. She left work at 5:10 p.m. to attend her daughter's elementary school orientation.
9/10/07	9:00 a.m.- 5:00 p.m.	9:00-10:13 a.m. 4:44-5:00 p.m. 1:29	Ms. Lopez said she arrived late for work at 10:13 a.m. and left early at 4:44 p.m.

Alternative Work Schedule (AWS)

Replaces Policy A-130 Dated: 11/08/05 Page 1 of 6	A-130 01/26/07
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PURPOSE

The Alternative Work Schedule is designed to give employees the flexibility to work the hours that are best for the agency, their Divisions and for themselves.

POLICY

The use of alternative work schedules is a *privilege*, not a right. The supervisor has the right to disapprove a request to utilize alternative work scheduling and will document the reason, in writing, for doing so. Reasons for disapproval of AWS may include, but are not limited to, operational efficiency or negative impact on customer needs.

The key to successful use of alternative work schedules is communication between the employee and the supervisor and advance planning of work hours and leave.

PROCEDURE**Work Week**

- The workweek equals forty (40) hours within the calendar week (Sunday – Saturday). Employee schedules must reflect a forty (40) hour workweek within a five day period of Monday – Friday on a regular basis. Hours worked on Saturday and Sunday may be included in the forty (40) hours when operational need dictates. Work on Saturday or Sunday should only be done on rare occasions with the supervisor's/Division Chief's prior approval.

Holiday Pay

- If the workweek includes a holiday the eight (8) hours of holiday pay will be calculated as part of the forty (40) hours.
- Those employees working alternative schedules where the holiday is observed on a day that they are scheduled to work more than eight (8) hours will receive holiday pay for the number of hours they are normally scheduled to work (i.e. the employee normally works Monday through Thursday, ten (10) hours each day. The holiday is observed on Monday so the employee will receive ten (10) hours of holiday pay).

If the holiday falls on a day that the employee is normally scheduled to work less than eight (8) hours, he/she will receive eight (8) hours of holiday pay for the day. The employee must adjust his/her weekly schedule so as not to exceed forty (40) hours in the workweek including the holiday pay or for overtime exempt employees eighty (80) hours within the pay period. (i.e., The employee is scheduled to work Monday through Friday, working ten (10) hours a day Monday – Wednesday and five (5) hours

on Thursday and Friday. The holiday is observed on Friday and the employee will be paid eight (8) hours of holiday pay. The employee must adjust his/her schedule by three (3) hours prior to the holiday.)

- Those employees working alternative schedules where the holiday is observed on a day that the employee is not normally scheduled to work will receive eight (8) hours of holiday pay. Employees must adjust their schedule during the week that the holiday falls so as not to exceed forty (40) hours in the workweek or for overtime exempt employees the adjustment must be made so as not to exceed eighty (80) hours within the pay period. (i.e., The Employee is scheduled to work Monday – Thursday ten (10) hours each day. The holiday is observed on Friday of that week. The employee must adjust his/her schedule, working only 32 hours prior to the holiday.)
- If, due to operational need, an employee is unable to adjust his/her schedule he/she will be compensated in accordance with the Ohio Revised Code or the appropriate collective bargaining agreement, whichever is applicable.

Weekly Schedules

Submitting written weekly schedules is an option for Divisions. If the Division Chief chooses to use written schedules the following options may be considered.

- Employees may submit their schedules in writing to their supervisors for approval by Wednesday of the prior week. (*See attached sample schedules.*)
- Supervisors will notify staff of approval or disapproval in a timely manner.
- Divisions may choose to make available a weekly schedule summary for all staff. (*See sample summary schedule attached. Schedule forms are accessible in T:\ODA\AWS Weekly Schedules.doc*)
- Employees who use AWS must have a core schedule on file in Human Resources. Core Schedule is defined as the schedule an employee expects to work normally. (Example: An employee lists his/her core schedule as Monday-Tuesday 7:30 a.m. – 4:00 p.m. with ½ hour lunch, Wednesday-Thursday 8 a.m. to 6 p.m. with ½ hour

lunch and Friday 7:30 a.m. – 12:30 p.m. This does not mean that the schedule cannot be adjusted if needed but is what the employee anticipates as a normal schedule.)

Work Day

- The work day is limited to a maximum of ten (10) hours per day excluding lunch, begins no earlier than 7:00 a.m. and ends no later than 7:00 p.m., except with supervisory approval.
- Core hours are 9:00 a.m. – 4:00 p.m. and the employee must be at work during these hours unless he/she has supervisory approval for the absence.
- The workday is adjustable to allow for personal emergencies or needs with supervisory approval.
- The workday has flexible start times. For example, if an employee is scheduled to work eight (8) hours that day, he/she may report to work any time between 7:00 a.m. and 10:00 a.m. and still get in eight (8) hours and lunch time.
- Should a workday be shortened, the time missed must be made up within the workweek. If the time cannot be made up within the forty (40) hour work week the employee must use leave. Overtime Exempt employees may make up the time within the 80 hour pay period.
- The employee shall not accrue overtime/comp time without the supervisor's prior approval.

Notification

- If an employee utilizes AWS, he/she will have a thirty (30) minute grace period from his/her stated time of arrival on the schedule to the actual arrival time.
- If an employee calls in late, calls off because of illness or personal emergency, or will not be coming to work without their supervisor's prior knowledge, the employee must notify the immediate supervisor or his/her designee within thirty (30) minutes after the expected arrival time.
- The employee, on calling in, will indicate type of leave to be used or whether he/she wishes to adjust his/her schedule.
- Each Division Chief will determine the appropriate method (e.g., voice mail, e-mail, direct voice contact) for calling and will inform his/her staff.

Lunch Breaks

- Employees scheduled to work more than five (5) work hours, are required to take at least a thirty (30) minute unpaid lunch break, except in rare circumstances where it is dictated by operational need.
- Employees shall not normally be required to work during his/her lunch. If, due to operational need, an employee must work during his/her lunch it shall only be done with the supervisor's prior approval.
- An employee, who is required to work during his/her lunch, may with the supervisor's approval, shorten his/her workweek. If the employee is unable to shorten his/her workweek then the employee must be compensated appropriately. (i.e. compensatory time, straight pay or overtime pay whichever is applicable).
- The time sheet must accurately reflect the actual time the employee left for lunch and the time he/she returned from lunch.
- All lunch and break periods must be taken in accordance with union contracts and/or federal law, where applicable. Breaks are paid state time and employees are accountable for their actions during breaks.
- Breaks may not be used to shorten the work day or extend the lunch period, with the exception of those employees covered by the SEIU/1199 collective bargaining agreement. Employees covered by that agreement may adjust their breaks in accordance with Article 24.08 of the contract.

Time Sheets

- Each employee shall have an individual time sheet for the bi-weekly pay period. This time sheet can be accessed through each employee's computer.
- Each employee is responsible for accurately recording arrival time, departure time, and departure for and return from lunch break. (For example, if an employee's schedule specifies hours of 8:00 a.m. to 5:00 p.m. and he/she actually arrives at 8:15 a.m. and leaves at 5:15 p.m., the time sheet must reflect the *actual* times of 8:15 a.m. and 5:15 p.m., *not* 8:00 a.m. to 5:00 p.m.)
- The Division Chief, supervisor or designee will approve and sign all time sheets.

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- Each Division will have an attendance summary report. Division administrative support staff will compile the individual time sheets and prepare and sign the “Attendance Worksheet Pay Period Summary.” The administrative support staff and the Division Chief or designee shall approve and sign the Summary. Employees are responsible for having the appropriate leave forms completed and approved prior to the end of each pay period. Failure to do so may result in incorrect leave usage or leave without pay for the employee. Payroll adjustments will be made if necessary when the proper forms are completed and submitted to the Human Resources Office.
 - Leave must be used in increments of 1/10 of an hour (.1 hour = 6 minutes).
 - Any time worked over forty (40) hours within one workweek with supervisory approval will be counted as either overtime or compensatory time, whichever is appropriate. The employee may not carry the additional hours over to the following week except that Overtime Exempt employees may, with supervisory approval, flex up to 80 hours in the same pay period. A flexible hour overtime exempt employee who is required by his/her supervisor to be in active pay status for more than 80 hours in the same pay period may accrue compensatory time in accordance with policy A-140 Overtime/Compensatory Time.
 - If time worked is less than forty (40) hours within one workweek, the employee must use the appropriate leave to ensure the workweek total equals forty (40) hours. (Overtime Exempt employees must use appropriate leave to ensure that each pay period equals 80 hours.)

Employee Responsibilities

- If employees choose to take advantage of the alternative work schedule program he/she must have supervisory approval if they will not be present during the core hours.
- If any employee must leave during the workday, the immediate supervisor or designee must be informed and must approve the change of schedule.
- Employees are required to attend all scheduled Division, ODA All-Staff and other work-related meetings as well as training or other activities required by the job and are expected to adjust their schedules accordingly in order to meet job responsibilities.
- Employees are to be ready, fit for work, and at their workstation at the start of their work hours (allowing for the thirty (30) minute grace period).

PLANNED WORK SCHEDULE

Name: _____

Week: _____ to _____

	Monday, _____	Tuesday, _____	Wednesday, _____	Thursday, _____
Work Hours				
Lunch				
Total Daily Hours				
				Total Hours for Week

	Monday, _____	Tuesday, _____	Wednesday, _____	Thursday, _____
Work Hours				
Lunch				
Total Daily Hours				
				Total Hours for Week

SAMPLE

DIVISION SUMMARY
PLANNED WORK SCHEDULE

Week of: _____

	Monday, _____	Tuesday, _____	Wednesday, _____	Thursday, _____

SAMPLE