



Policy Manual

Manual:	DCF	DCF Wide	Effective Date: 10.18.2021
Volume:	III	Administrative Policies	
Chapter:	A	Human Resources	Revised Date: 10.18.2021
Subchapter:	1	Human Resources	
Issuance:	100	DCF Core Office Hours of Operation	

Purpose:

This issuance establishes policy and procedure to provide employees the opportunity to request and establish set schedules within a range of core work hours, subject to management's approval. This policy is voluntary and shall be applied to all divisions and agencies of the Department that are subject to the supervision of the Commissioner.

Scope:

This policy applies Department wide unless otherwise indicated.

Authority:

- N.J.A.C. 4A:6-1, et seq., Leaves of Absence
- N.J.A.C. 4A:6-2, et seq., Hours Worked
- Fair Labor Standard Act, 29 U.S.C. 201 et seq.

Policy:

- A) Normal business hours for the Department of Children and Families are 8:00 a.m. to 6:00 p.m..

- 1) With management approval, employees may start and end their day between 7:00 a.m. and 7:00 p.m.
 - a) Employees assigned to the Office of Facilities and Support Services, the Office of Education, and the State Central Registry may be assigned different work hours based on operational needs.
 - b) Any approved office or operational hours under the Department's [Flextime policy](#), or any subsequent policies, Administrative Orders, or Executive Orders, will be considered compliant with this policy.
- B) Employee work schedules shall not adversely affect the operations of the Department, office coverage, employee work performance, or the health and safety of staff.
- C) An employee may request to begin and end at any interval between the business hours of 7:00 a.m. and 7:00 p.m. (i.e. 7:00 a.m.- 3:00 p.m., 7:30 a.m.-3:30 p.m., etc.).
 - 1) The scheduled employee hours shall include the appropriate lunch period time and have the appropriate hourly duration based upon an employee's required hours.
 - 2) An employee shall not "skip" lunches or breaks in order to deviate from their approved hours of work or otherwise reduce the length of the employee's workday unless granted pursuant to other departmental leave-related policies.
 - i. For example, a 35-hour week employee may not request a schedule with a start time of 8:00 a.m. and an end time of 3:30 p.m., instead of a 4:00 p.m. end time, because the employee seeks to "skip" or "work through" breaks or lunch. Similarly, an employee may not end a workday at 3:30 p.m. because he/she arrived early or "skipped" or "worked through" lunch or breaks that day.
- D) Nothing in this Policy creates an entitlement or right to a requested work schedule, workday start time, or workday end time.
- E) This Policy does not alter an employee's workweek as designated by the employee's title.
- F) This Policy shall not apply to overtime schedules or hours and is not intended to affect or limit management's authority to assign overtime.
- G) This Policy shall apply to all employees of the Department except those whose schedules or hours are otherwise established in shifts which includes, but is not limited to, State Centralized Screening, and the Office of Education.

- H) This policy does not limit the hours of work of those employees in titles that have a non-limited job workweek such as NL, N4, NE.

Procedures:

- 1) An employee must submit their requested work schedule on the
- 2) CPP-III-A-1-100-Att1, **Employee Work Hours Change Request Form** to his/her immediate supervisor.
 - a. The employee's immediate and unit supervisors shall review the requested schedule and send the completed request form to the Cost Center Manager for approval.
 - b. The Cost Center Manager shall review and approve the requested schedule and send the completed request form to the Office of Human Resources for final approval.
 - c. Management is responsible for maintaining schedules that ensure adequate coverage and meet operational needs. Managers and supervisors shall ensure an employee is starting and ending his/her workday according to his/her approved schedule.
- 3) Management retains its authority to approve or deny an employee's request for a work schedule.
- 4) Review of an employee's proposed work schedule is subject to operational needs and considerations at management's discretion including, but not be limited to, job duties, supervision, available staffing for adequate unit coverage, and seniority.
 - a. **Cost Center Managers are responsible for documenting the rationale for the approvals/denials of all requests.**
- 5) The Office of Human Resources will notify the employee and the employee's immediate supervisor in writing of a decision to approve or deny the employee's request.
 - a. Such notice may be communicated via email.
 - b. If the decision is to approve, the notification shall include the effective start date for the work schedule.
- 6) Management retains its authority to adjust or revoke prior approval of an employee's schedule, with written notice.
 - a. Adjustment or revocation shall be subject to operational needs and considerations at management's discretion including, but not be limited to, job duties, supervision,

available staffing for adequate unit coverage, job performance, and seniority.

- 7) If management adjusts or revokes an employee's previously approved schedule, management shall provide as much notice as possible to the employee before the effective date of the adjusted schedule which shall not be less than ten (10) working days written notice to the employee. The notice may be communicated via email.

Key Terms:

- “Business Hours” means the hours during which Department business is normally conducted. The Department’s normal business hours are 8 a.m. – 6:00 p.m..
- “Core Hours” means the hours during which Department staff are permitted, with appropriate approval, to conduct Department business. Core hours may be approved between the hours of 7 a.m. and 7 p.m..

Forms and Attachments:

- CPP-III-A-1-100-Att1, **Employee Work Hours Change Request Form**

Related Information:

- [DCF-III-A-2-200](#), **Flextime**
- [DCF-III-A-1-003.2008](#), **Department Overtime Policy**
- [DCF-III-A-1-002.2009](#), **Timekeeping Policy**
- [DCF-III-A-1-001.2008](#), **Work Hours**

Policy History:

- 10/18/2021 – New Policy