

**Sec. 5-238-2. Work schedules**

(a) **Departments.** The work schedules for departmental employees other than employees of institutions shall be in accordance with the regular established hours of work stated above except where work in excess of the regular established hours of work shall be determined necessary by the requirements of each department. Such exception shall be provided for only by approval of the Commissioner of Administrative Services and shall be recorded in his office and in the department, together with the reason for each exception.

(b) **Institutions.** The work schedule for institution employees shall be in accordance with the official schedule on file in the office of the Commissioner of Administrative Services and in the institution. Changes in the official work schedule may be made only after written approval of the Commissioner of Administrative Services. An exception for any employee or any class may be granted only with the written approval of the Commissioner of Administrative Services, and such record together with the reasons for any such exception shall be on file in his office and in the institution.

(c) It shall be the administrative responsibility of the appointing authority, in accordance with the needs of the services, to schedule the assignments of employees to shifts and to work days.

(d) Time spent in travel between home and duty station shall not be construed as work time except as specified by statute.

(Effective January 18, 1984)