



**TEXAS BOARD  
OF  
PARDONS AND PAROLES**

**Number: BPP-DIR. 141.301**

**Date: February 28, 2017**

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**Supersedes: BPP-DIR. 141.301  
Dated July 19, 2013**

## **BOARD DIRECTIVE**

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**SUBJECT: WORK HOURS FOR BOARD OFFICE STAFF**

**PURPOSE:** To establish standard operating hours for business in the Texas Board of Pardons and Parole (Board) offices, to standardize the procedure for documentation and approval of hours scheduled and worked, including overtime, and to ensure compliance with Fair Labor Standards Act (FLSA) requirements.

**AUTHORITY:** Texas Government Code Sections 508.035(d)(1), 508.036(a)(2) and (4), and 508.040(a)(1) and (6); Board Resolution BPP-RES. 16-07.03; and Board Directives BPP-DIR. 141.305 and 141.300

**DISCUSSION:** The Board has offices in Amarillo, Angleton, Austin, Gatesville, Huntsville, Palestine, and San Antonio. A Board Member is assigned to each office and serves as the administrative coordinator for the Board office.

**DEFINITIONS:** Board Office Staff – state employees who, as delegated by the Presiding Officer pursuant to Texas Government Code Section 508.035(d)(1), are supervised by a Board Member and consists of two Parole Commissioners and three Board Assistants.

Temporary Assigned Duty Point - the location of an employee's duty assignment, other than the employee's regular place of employment, where an employee travels to conduct official business.

Regular Place of Employment – an employee's office of assignment.

Work Cycle - the consecutive seven-day, eight-day, or nine-day period of time during which the hours worked are computed to determine wage and time compensation.

Workweek – a seven-day period beginning on Thursday and ending on Wednesday.

**PROCEDURES:**

I. Office Hours

- A. Except as provided below, all Board offices shall be staffed to respond to inquiries internally and from the general public on all workdays between the hours of 8:00 a.m. and 5:00 p.m., including noon hours.
- B. Board Members may establish office hours beyond the range required in Section I.A. to meet specific operational needs.

II. Flex Hour Selection

All Board office staff shall physically work or account for eight (8) hours daily, forty-hours each work cycle on a conventional scheduling system. The forty-hour workweek does not include travel time to or from the regular place of employment. However, the forty-hour workweek does include travel time to a duty point.

- A. The Board Members of their respective Board office shall approve an employee's schedule based on the operational needs of the Board office. Any permanent or temporary changes to work hours shall be in accordance with the TDCJ PD-91, *Work Cycles and Compensable Hours of Work* (PD 91).
- B. The Board utilizes a seven (7) day work cycle, standard H card schedule, beginning on Thursday at 12:01 a.m. and ending on Wednesday at 11:59 p.m. An employee's work cycle shall be based on the operational needs of their Board office.

III. Scheduling and Reporting of Work Hours

Board Members may alter an employee's duty hours (daily arrival/departure times) to accommodate specific job duties.

- A. Scheduled Hours on the Employee Time Report (PD 91, Attachment B).
  - 1. An employees, while maintaining their assigned work hours, 8:00 a.m. to 5:00 p.m., may alter their hours of duty (daily arrival/departure times) to accommodate specific job duties. The employee's request to adjust hours shall be approved by a Board Member in advance of the actual workweek. The Board Member may only approve the following eight-hour work shifts for a duration of six months:
    - a) 7:00 a.m. to 4:00 p.m.;
    - b) 8:00 a.m. to 5:00 p.m.; or
    - c) 9:00 a.m. to 6:00 p.m.

The employee's schedule may be re-evaluated for any change/adjustments consistent with the overall requirements of the various board offices.

**Note:** Unless otherwise authorized by the Board Member, scheduled hours include a one-hour meal break. See above examples of scheduled hours, which reflect nine hours of an eight-hour shift.

2. Scheduling of split shifts is prohibited.
  3. An employee who works the same scheduled hours each day from week to week are not required to obtain Board Member approval of these work hours in advance of the work cycle. However, any deviations from the employee's set schedule will require Board Member approval. (See 4 below).
  4. An employee must obtain prior written approval from the Board Member to work any hours other than the employee's regularly scheduled hours, including lunch time. (Example: 8:00 a.m. to 4:00 p.m. instead of 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m.)
  5. A Board Member shall provide an employee with written authorization prior to the employee working on a regularly scheduled day off.
- C. Reporting Actual Hours Worked on the PD-91, Attachment B, Employee Time Report.
1. An employee shall submit the original approved Employee Time Report at the end of each workweek. The Employee Time Report must be signed by the employee to certify the actual hours worked.
  2. The Board member shall ensure the employee accurately reports the actual hours and minutes physically worked and any hours and minutes of leave time utilized each day on the Employee Time Report. When the Board Member approves compensatory time, overtime and/or leave, the Board Member shall submit the Employee Time Report with the Record of Hours Worked Beyond Regular Schedule Form (PERS-534) pursuant to PD-91 and TDCJ Leave Request Form (PERS-24) pursuant to PD-49, *Leaves Other than Medical and Parental*.
  3. An employee is responsible for completing and submitting a PERS-24, PERS-534, or medical statement to the Board Member for approval in accordance with the agency's applicable leave policies.

- IV. Authorization and Documentation of Hours Worked Beyond Regular Schedule
- A. PD-91, Work Cycles and Compensable Hours of Work, shall govern compensatory time and overtime.
  - B. A non-exempt employee must request, in writing, approval to work hours beyond their regularly scheduled work hours. Upon receipt of the request, the Board Member may approve the request or adjust the employee's work schedule in accordance with PD-91 and Section V of this policy based on the employee's workload and the operational needs of the Board office. A Board Member must provide a non-exempt employee with written authorization (e.g. email or memo) prior to the employee working hours beyond the employee's regularly scheduled work hours on any calendar day.
  - C. The only exceptions to the advance written approval for requests to work hours beyond regular schedule shall be in emergency situations. If an emergency or other unforeseen circumstance arises that prevents an employee from obtaining prior written supervisory approval, the employee shall notify their Board Member, in writing, as soon as possible. The notification shall be via email and shall include the employee's name, social security number, time accrued and the nature of the emergency.
  - D. At the end of each workweek, if applicable, the employee shall document any hours worked over the regular schedule on a PERS-534. The PERS-534 and a copy of the advanced written authorization to work such hours shall be attached to the Employee Time Report, which reflects the actual hours the employee worked during the work cycle.
  - E. The employee's Board Member shall review, verify, and approve the PERS-534. The original PERS-534 and Employee Time Report shall be forwarded to the Human Resources representative. The advanced written authorization (email or memo) to work hours beyond the employee's regular schedule shall not be forwarded to the Human Resources representative. The employee and the employee's Board Member shall maintain a copy. It is the employee's responsibility to provide a copy of the advanced written authorization (email or memo) to work such hours upon request.
- V. Adjustments to Avoid or Reduce Compensatory Time or FLSA Overtime by FLSA Non-Exempt Employees
- A. PD-91, Work Cycles and Compensable Hours of Work, shall govern adjustments to an employee's work schedules.
  - B. An employee's Board Member may adjust any of the employee's regularly scheduled workdays within the same work cycle to avoid or reduce the employee's accrual of compensatory time or FLSA overtime.

- C. Upon receipt of an employee's request for approval to work hours beyond their regularly scheduled work hours, the Board Member shall review the request and determine if a schedule adjustment shall be completed. The decision to adjust an employee's schedule shall be made only after the employee's workload and the operational needs of the Board office have been considered.
- D. If a determination is made that an adjustment shall be made to the employee's schedule, the Board Member shall provide the employee with documentation of such a time adjustment via email. The documentation shall justify any reported hours physically worked that have been modified from the employee's regularly scheduled work hours. The employee shall attach the documentation to the Employee Time Report.

**SIGNED THIS, THE 28<sup>TH</sup> DAY OF FEBRUARY, 2017.**

**DAVID GUTIÉRREZ, PRESIDING OFFICER (CHAIR)**

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*\* Signature on file.*