

DIVISION OF MINED LAND RECLAMATION		PROCEDURE NO.	1.2.03
PROCEDURES MANUAL		ISSUE DATE	March 8, 2013
SUBJECT	Work Hours and Reporting	Section	Reclamation Services
		Last Revised	4/17/06

OBJECTIVE AND INTENT:

To ensure field personnel assigned State vehicles are aware of, and comply with, their approved daily work schedules.

GENERAL:

This procedure applies to each salaried Division field employee who works 40 hours per week and has a permanently assigned vehicle.

The normal operational hours for field staff are from 8:00 a.m. to 5:00 p.m. (with 1 hour allocated for lunch) Monday through Friday. An inspector may be approved to work an alternate work schedule consistent with DMME and State guidelines.

Each field employee is assigned inspectable units and AML projects to oversee, and also investigates citizen complaints during the employee's work schedule/business hours. Situations may arise that require an extended day to address such items as citizen's complaints, AML emergencies that may threaten the health and safety of the public, etc. Since each field employee is assigned a permanent vehicle and approved parking location (per DMME Procedure #300.3), the employee must begin and end his/her work day at the approved parking location.

PROCEDURES:

Each field employee is required to adhere to his or her approved work schedule by reporting to work at his/her approved parking location no later than the specified starting time, departing the parking location no earlier than the specified ending time, and taking lunch periods and breaks as authorized by his/her supervisor.

The field employee shall take the necessary time each day, including an approved extension of the work day, to provide quality customer service per DMME values.

Each field employee shall notify (oral conversation, email, or phone) his/her appropriate DMLR Supervisor or the DMLR office in Big Stone Gap office to obtain approval of non-routine work schedule changes and travel outside of his or her currently assigned work area in accordance with Procedure 3.1.04.