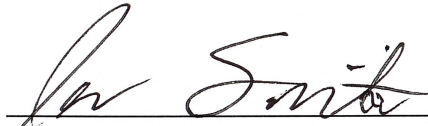


# Time, Attendance & Travel

## BSB 0104-23

Prepared by: Jeremy Smith



Date: **06/12/2023**

Procedure approved by: Don Kinney



Date: **06/12/2023**

BOILER SAFETY BUREAU  
STANDARD OPERATING PROCEDURE MANUAL

## 1.0 PURPOSE AND SCOPE

This procedure provides specific requirements for time, attendance, and travel to Boiler Safety Bureau Personnel. This procedure is not all inclusive and is intended to enhance the North Carolina Department of Labor (NCDOL), North Carolina Office of State Human Resources (NCOSHR) and North Carolina Office of State Budget and Management (NCOSBM) policies and procedures for time, attendance, and travel. The Boiler Safety Bureau shall conform to NCDOL, NCOSHR and NCOSBM policies and regulations currently in effect.

\*Note- The term “Supervisor”, shall be defined as the employee’s immediate Supervisor. If the immediate Supervisor is not available, follow the chain of command.

## 2.0 PERSONNEL RESPONSIBILITIES

- 2.1 The Bureau Chief – BSB has the overall responsibility for the implementation of this procedure.
- 2.2 The Boiler Safety Bureau Chief, Assistant Chief, Supervisors and Administrative Specialist Supervisor have day-to-day responsibility for ensuring Boiler Safety Bureau staff work in accordance with this procedure.
- 2.3 Boiler Safety Bureau staff are responsible for cognizance, understanding and adherence to this procedure.

## 3.0 HEALTH and SAFETY ISSUES

Not applicable.

## 4.0 PROCEDURE

Due to the varied nature of fieldwork, and the specific needs of the Bureau and its customers, the Boiler Safety Bureau operates on a Flex-Time schedule. Normal working hours are Monday through Friday from 6:00 a.m. to 6:00 p.m., except for state recognized holidays.

Normal working hours for Administrative Specialists are Monday through Friday from 8:00 a.m. to 5:00 p.m., except state recognized holidays.

NCDOL defines Flextime as a, “work schedule option allowed by state personnel policy that allows a state agency to establish employee work schedules different from the state Standard Work Schedule of forty hours per week and the normal work schedule of five days per week, eight hours per day plus a meal period.”

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NCDOL policy also states that, "Approval and continued use of a flextime schedule is subject to the work needs of the work unit and an employee performing at the Meets Expectations or above performance level with a good attendance record. "Flextime" does not mean the Supervisor should allow the employee to determine what hours he/she will work on any given day or any given workweek."

### 4.1 Work From Home

Working from home is a privilege, not a right. An employee that is meeting or exceeding performance expectations in all areas of their workplan and is not on any active documented counseling, performance improvement plan, or disciplinary action is eligible to work from home as set forth in this policy. All duties performed in the office, with the exception of print and mail, should be accomplished while working from home.

**4.1.1 *An employee may work from home no more than two (2) days within one week.***

**4.1.2 All work from home days must be *approved by the supervisor.***

**4.1.2.1 Working from home must be noted on the Boiler Safety Bureau shared calendars.**

**4.1.3 In the event of Adverse Weather, the employee may work from home with the approval of the Supervisor. Adverse weather days will not count toward the *two (2)* work from home days permitted in this section.**

**4.1.4 Work from home days may be revised or terminated at any time.**

### 4.2 Leave Notification

Except in an emergency, all leave shall be approved in advance by the Supervisor. The requested leave shall be documented on a Leave Request Form (Attachment 1) and submitted electronically to the Supervisor before the leave is taken, but in no case later than seventy-two (72) hours after returning to work.

### 4.3 Overtime/Compensatory Time

The Bureau standard work week is from Saturday through Friday. Every attempt should be made to keep the work week to 40 hours and avoid overtime. All overtime must be approved in advance by the Supervisor. If longer than normal days are worked at the beginning of the week, the employee should adjust their schedule for the remainder of the week to avoid overtime.

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When this is not possible, compensatory time will be awarded to the employee according to NCDOL, NCOSHR and NCOSBM policies and procedures.

### 4.4 Attendance at Bureau Functions

- 4.4.1 Bureau functions include, but are not limited to, training sessions and meetings, such as the *spring training session*, periodic “tailgate” meetings and other in-state or out-of-state training (such as the National Board). Bureau functions are not considered a typical workday.
- 4.4.2 Bureau functions are mandatory and must be attended unless the absence is approved by the Supervisor in advance, or in the case of an emergency.
- 4.4.3 When functions last only one day, time in attendance at the function, and travel time between the normal duty station and the function will be counted as work time.
- 4.4.4 When functions last more than one day:
  - And- an overnight stay is not required or acceptable per NCDOL and NCOSBM travel policies and regulations, only time in attendance will be counted as work time.
  - And- the employee stays overnight, time in attendance at the function, and travel time between the normal duty station and the function will be counted as work time.
    - Time spent travelling between the hotel and the function is not counted as work time, nor is mileage reimbursable for private vehicle use.
  - Time spent outside the function performing activities directly related to the function, (homework, studying, preparing, etc.), may be counted as work time with the approval of the Supervisor.
- 4.4.5 Equivalent training may be required for any missed training.
- 4.4.6 The following are some examples of what is expected of staff attending Bureau functions:
  - Arrive on time, and plan to attend the entire function.
  - Sign any attendance sheets.
  - Be courteous and respectful to the instructors and fellow attendees.
  - Put cell phones on silent and leave the room to take or place a call.
  - Speak one at a time.
  - Refrain from interrupting or having side conversations during instruction.

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- Ask questions! Someone else may be wondering about the same thing.
- Be sure any certificates are given to the Administrative Specialist Supervisor, so a copy can be placed in the training files.

### 4.5 Travel

- 4.5.1 All travel, subsistence and reimbursement shall be done in accordance with current NCDOL, NCOSHR and NCOSBM policies and regulations. Overnight stays will not be authorized unless the travel destination is equal to or greater than 35 miles from the employee's regularly assigned duty station, or home, whichever is less. Meals will not be reimbursed unless there is an overnight stay.
- 4.5.2 Written authorization from the Supervisor shall be obtained prior to any travel requiring an overnight stay. This authorization shall be documented on the current NCDOL DOLB-8 form and submitted at least fifteen (15) business days prior to the travel date. This form is to be completed by the travelling employee and forwarded to the Supervisor. If more than one employee is attending the same function requiring a DOLB-8, the Supervisor may complete the form for the employees. A copy of this authorization shall be included with the employee's monthly expense report. Alternatively, an employee who routinely travels in the State may complete a DOL Blanket Travel Authorization Request, which covers all in-state travel for the fiscal year. This authorization must be renewed before the start of each fiscal year. A copy of this completed form must be submitted with each expense report in which the employee seeks reimbursement for in-state travel.
- 4.5.3 Travel calculations for overnight stays and mileage reimbursements must be made from the employee's regularly assigned duty station, or home, whichever is less.
- 4.5.4 In the event of unplanned or unforeseen travel, in which there is no time for completion and submission of the DOLB-8, the employee shall request the travel by email from his or her Supervisor. This email request shall include the details of the trip, such as the destination, hotel information, length of trip and the reason for the urgency of the request. Once approval is received, the employee may begin the trip. As soon as possible, the employee shall complete a DOLB-8 and forward it to the Supervisor. A copy of the email approval and the DOLB-8 shall accompany the employee's expense report.

## 5.0 CUSTOMER SERVICE REQUIREMENTS

A Flex-Time schedule is necessary to the function of the Boiler Safety Bureau, as our customers are routinely in need of our services after hours, weekends, and holidays. Bureau personnel are also sometimes called to investigate incidents at times outside of “normal working hours”. Bureau functions are vital to the continued education and improvement of all staff, so that we may serve our customers in the best way possible.

## 6.0 DATA and RECORD MANAGEMENT

Records shall be maintained in accordance with the Functional Schedule for North Carolina State Agencies as adopted by State Archives, a Division of the North Carolina Department of Natural and Cultural Resources.