

Division of Field Operations

Task NR

Frequently Asked Questions

November 2021

1. How do I transition from one 8-hour or one 10-hour shift to two 12-hour shifts?

On weekdays the day/night work schedule should be used by the Subarea Supervisor or EO Specialist to split the employees into two 12-hour hour shifts. On the day of the impending storm event, the day shift will continue to work until 8 PM, as dictated by the event. However, when splitting shifts, the night shift shall be sent home after working a minimum of four hours if working 8-hour days or six hours if working 10-hour days, with the understanding the employee shall return to work at 8 PM unless notified otherwise by the Supervisor.

2. I was sent home at 2:30 AM after a qualifying event and was called back at 8 PM because a new event developed. Do I get 5.5 hours of NR in addition to the 4 hours I worked later that day?

NR hours are used to fill in unworked hours. A workday is 12 AM to 12 PM for everyone. NR will only be used to supplement hours worked during a 24-hour day, to equal 8 hours, if working an 8-hour day, or 10 hours if working a 10-hour day. For example, if a crew's normal shift was an 8-hour day, and an employee that was working a qualifying event was sent home at 2:30 AM because the event was over. Then a new event developed that afternoon, requiring the crew to report back at 8 PM, the crew would get 1.5 hours of NR. The crew would have 2.5 hours of work time from 12 AM to 2:30 AM plus 4 hours of work time from 8 PM to 12 AM. The total work time hours equals 6.5 hours. 1.5 hours of NR would be used to give the crew an 8-hour day. Any hours worked will reduce the number of NR hours in a 24-hour day.

3. Can annual leave or sick leave be used as part of the "being in pay status"?

That will depend on the factual situation. When transitioning to two 12-hour shifts, if the employee is out on sick leave because of illness then NR will not be used. If the employee is out on sick leave to attend an appointment and was planning to return that day, NR can be used if the crew was sent home at noon and was not required to return because the event did not materialize.

When transitioning to two 12-hour shifts and the employee was on annual leave in the morning. The employee can be contacted advising that the crews were sent home at noon and advised that he/she will be needed later that day. If the event does not materialize, the crew member will get NR for the remainder of the shift.

When transitioning from two 12-hour shifts, the end of the event, annual leave and sick leave **will not** be used to supplement being in pay status.

4. My shift isn't 8:00 to 8:00; when should I send my night crew home for a split shift?

When transitioning from one 8-hour shift or one 10-hour shift to two 12-hour shifts (the beginning of the event), the two normal twelve (12) hour shifts are from 8:00 to 8:00. However, other twelve (12) hour shifts can be authorized by the District Engineer. When shifts vary from the 8:00 to 8:00 time frame, the time to send an employee home will adjust accordingly such that it is after four (4) hours of work has been completed if working 8-hour days or after six (6) hours of work has been completed if working 10-hour days.

5. What if I return to work at 8 PM but work less than four hours?

If the employee returns to work between 8 pm and midnight and works less than four hours, they will be credited with additional work hours to equal an 8-hour workday or 10-hour day if working a 10-hour workday. These hours will be recorded to "NR" on their timesheet.

6. Can NR time and Stand-by time be used in the same day?

Stand-by time and NR time are not normally paid in the same day. If the crew was sent home at noon and is not brought back in, the crew is put on NR; Stand-by would not be used until after Midnight. However, there are situations that it will apply. For example, if a crew is on Stand-by Monday from 12 AM to 6 AM. The crew reports to work in the morning and then is sent home at noon anticipating an event to occur. NR will be used if the event does not develop as expected and the crew does not return to complete the shift. The crew would get 6 hours of Stand-by and 4 hours of NR.

7. The forecast is calling for a SNICE event after midnight tonight. Can I send my crew home at noon in preparation for the event and give them NR time to fill in the rest of their hours for the day?

No. They will be expected to work their full regular shift for the day if they will not be needed until after midnight.

8. When a shift is split, how many hours should it be before the crew comes back in to work?

If an employee is sent home to rest in anticipation of reporting back to respond to a weather-related event, KDOT will send employees home at least six hours before their next shift so they can rest for a reasonable period of time before returning to work. The only exception to the six-hour minimum will be unexpected/unanticipated emergencies. When transitioning to 12-hour shifts, the expectation is that the employee works a minimum of 4 hours before being sent home if working an 8-hour day or minimum of 6 hours before being sent home if working a 10-hour day.

9. If a storm is forecast for 10:00 PM can I send my crew home at 2:30 PM instead of noon?

Yes, doing this will meet the 6-hour rest time before their next shift. If the crew is sent home at 2:30 PM and due to a change in the storm the employees **are not** brought back in at 10:00 PM; you would report NR time to complete the shift.

10. What documentation should I show for charging NR time?

In Crew Card you should show a brief explanation in the comments box. A brief comment about the time the employees were sent home and reason they weren't brought back in. Example: NR 8PM to 12AM. The employees were sent home at noon, the forecast was calling for snow by 9:00 PM; NR was used because the forecast changed, and the storm was forecast to come in after midnight.

11. I was sent home at noon on Friday because I reached my 40 hours for the week; the rest of the crew was sent home at noon and told to come in at 8:00 PM because of an impending event, but the storm didn't materialize. Do I get NR time like the rest of the crew?

No, if an employee left for the day because they have 40 hours in for the week, they won't get NR. NR time is used to give an employee enough hours to equal a regular 8-hour workday.

12. My crew came in at 8 PM and worked until 1 AM; do they get NR time?

No, when the night shift work is completed between 8:00 PM and 2:00 AM, the night shift employees should return to their normal shift at 8:00 AM the following day, or at a time authorized by the District Engineer.

13. I came in to work at 4:00 AM due to strong winds knocking down several signs. The signs were repaired by 8:00 AM. Can I charge NR Time from 8:00 AM to Noon to finish my 8 hours for the day?

No, you should finish working the remaining hours to equal an 8-hour day. NR time is not used for this type of work.