

## **Division of Field Operations**

### **Policy for Task NR**

November 2021

#### **Task NR**

The task “NR”, meaning ‘no return to work’ will be used by employees to report time when they are sent home before they completed their scheduled workday, and their return to work is not necessary.

Task NR use will be primarily for Snow and Ice Control but there may be other events that require workdays to be split such as but not limited to flagging for flooded roadways and flagging for major accidents on roadways.

#### **Procedural Guidelines**

The Area Superintendent or Area/Metro Engineer will be responsible for monitoring and ensuring that the workday splits and the transition between 8-hour or 10-hour shifts to 12-hour shifts are managed in a reasonable and consistent manner.

Employees will be sent home at least 6-hours before their next shift so they can rest for a reasonable period before returning to work. The only exception to the 6-hour minimum will be unexpected/unanticipated emergencies; Per the KOSE MOA.

An 8-hour day will be the normal workday. There are times a crew is working a modified work week of four 10-hour days for a special project or to meet the needs of the agency. The modified shifts and the maximum use of 4 hours of NR when transitioning from normal shifts to 12-hour shifts and the maximum use of 6 hours of NR when transitioning to the normal shifts from 12-hour shifts will need to be considered and planned for when splitting the shifts.

NR shall **not** be used on weekends or holidays.

Per SOM 2.2.3 NR time shall be counted in determining eligibility for overtime compensation.

#### **Transitioning to two 12-hour shifts**

When splitting shifts due to an impending or on-going event, the night shift shall be sent home after “being in pay status” a minimum of four hours when working an 8-hour day or six hours when working a 10-hour day; with the understanding the employee shall return to work at 8 pm unless notified otherwise by the Supervisor.

If the night crew is not needed, Task NR will be used to complete any remaining unworked hours to complete an 8-hour workday or 10-hour workday.

The maximum additional credited work hours (NR) will not exceed four (4) hours. These hours will be recorded to "NR" on their timesheet.

**Transitioning from two 12-hour shifts**

When the night shift work is completed between 8:00 PM and midnight, the night shift employees should return to their normal shift the following day.

When night shift work is completed between midnight and 2:00 AM, night shift employees should return to their normal shift at 8:00 AM that day, or at a time authorized by the District Engineer.

When the night shift work is completed between 2:00 AM and 8:00 AM, the night shift employees do not return to their normal shift that day. Each night shift employee shall be credited with additional work hours (NR) to equal their normal workday. The six (6) additional credited work hours shall be reduced by the number of hours worked between 2:00 AM and 8:00 AM. Prior to sending the crew home, the Supervisor should review the forecast for the remainder of the shift to make sure there is nothing in the forecast or other conditions that would require having the crew available such as high winds, heavy frost, or re-freeze. The Supervisor should contact the Area Superintendent to make sure other crews do not need help. Night shift employees should complete all meaningful work such as clean-up and maintenance of the equipment used during the event before being sent home.

The maximum additional credited work hours (NR) will not exceed six (6) hours. These hours will be recorded to "NR" on their timesheet. Day shift employees return to normal shift.

**Documentation**

Documentation should be provided explaining the reason for NR Time. The comments box in Crew Card shall be used to describe the circumstances that resulted in the use of Task NR. Monitoring of proper coding will be performed through the normal Crew Card approval process.

  
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W. Clay Adams, P.E.  
Director of Field Operations

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Date