NEW YORK POWER AUTHORITY	EP:	4.6
	REVISION:	9
EMPLOYEE POLICY	DATE:	03/01/2014

PLEASE REFER TO THE PORTION OF THE EMPLOYEE POLICIES ENTITLED DISCLAIMERS WHERE YOU WILL FIND A STATEMENT, WHICH PERTAINS TO ALL EMPLOYEE POLICIES, INCLUDING THIS ONE.

ATTENDANCE AND FLEXIBLE HOURS

1.1 To ensure an efficient and productive work environment, this policy establishes basic hours of daily work, basic workweek, flexible hours, punctuality guidelines, and guidelines for reporting to work in the event of inclement weather, transportation or other emergency situations for salaried employees. The work hours, workweek and lunch schedules may vary at different NYPA work locations.

1.2 NYPA expects all employees, regardless of location, to assume responsibility for their attendance and promptness, and to begin work no later than their designated start time. Employees should anticipate that NYPA work locations will be open every workday.

Basic Work Hours and Workweek

2.1 If an employee works in the White Plains or Albany Office:

a) The basic daily hours of work may vary based on department needs. This is defined as "flexible hours." The typical workday may begin anytime between 7:00am and 9:30am.

b) The basic workweek shall consist of five workdays (in a seven-day period) of seven and a half hours each, exclusive of mealtime.

c) A lunch period is normally provided between the hours of 12:00 pm and 2:00pm unless adjusted by an employee's supervisor.

2.2 If an employee works at a location where NYPA generation or transmission facilities are operated or maintained and the normal workweek is 40 hours, the following shall apply:

a) For salaried employees the basic daily hours of work shall be determined by the Regional Manager or the person otherwise responsible for the work location. The typical workday may begin anytime between 7:00 am and 9:00am.

b) The basic workweek shall consist of five workdays, (in a seven-day period) of eight hours each, exclusive of mealtime, and shall be determined by the Regional Manager or the person otherwise responsible for the work location.

c) Salaried employees' mealtime shall be determined by the Regional Manager or the person otherwise responsible for the work location.

2.3 Salaried Employees who work in areas requiring 24/7 coverage may be on 12 hour shift rotations, with schedules based on 2,080 hours for the year.

a) Schedules will be determined by the requirements of the department at the location and approved by the Regional Manager (sites) or Department Head.

b) Various schedule rotations will result in an average of 40 hours per week over the course of the rotation (e.g. a 5 week rotation of: 48 – 36– 36 – 48 – 32 hours per week for a total of 200 hours) and employees are paid a base 80 hours per pay period, regardless of the scheduled hours in the period.

c) Pay for all hours in the schedule is at straight time inclusive of Holiday, Sick, Vacation, etc. [See EP 2.4 Salaried Non-Exempt and Facility-Based Exempt Overtime for additional information regarding hours outside of scheduled shift.]

d) Holidays, including floating holidays, are included in the 2,080 work hours in the year. For employees on 12 hour shift, holidays are adjusted to the equivalent hours based on the 12 hour days. [E.g. if there are 14 8 hour holidays in the holiday schedule, salaried employees on 12 hour shift will be adjusted to nine 12 hour holidays and one 8 hour floater.]

a. Holidays that do not fall on a scheduled day in the rotation are moved to the nearest scheduled day. It is at management's discretion as to whether or not the employee has to work this day or take the holiday based on available coverage.

2.4 The payroll period for a basic workweek at some locations may be Thursday through the following Wednesday, or Sunday through the following Saturday.

Punctuality Guidelines

3.1 Employees are expected to report for and remain at work during the basic daily hours as established by the applicable employing department or location, except for meal periods.

3.2 The basic daily workhours and basic workweek will vary at the Albany and White Plains Offices and at the facilities; however, the punctuality guidelines require that all employees report to work in a timely manner. Once hours have been established, employees will be expected to work the designated hours and days.

3.3 Employees who leave NYPA's employment, must physically be at work on their last day in order for it to be considered their last day of work.

3.4 Adherence to the flexible hours schedule will be enforced by the manager or supervisor. An employee may not switch his/her flexible hours schedule without approval by his/her manager or supervisor.

3.5 When an employee is late, he/she should meet with his/her supervisor to discuss the reason for the tardiness. Lateness is not charged against sick or vacation leave unless a half day or more is taken.

3.6 If the tardiness is not excusable, the employee's supervisor should document the occurrence. Specific guidelines for dealing with performance problems are established in EP 4.2, Performance Improvement. Documented cases of excessive absenteeism, tardiness or requests to leave early may result in the application of vacation time for such events and\or disciplinary action in accordance with EP 4.2.

Flex Time Schedules

4.1 In an effort to offer employees work-life balance solutions and minimize workplace commutes, flex time schedules to allow one day or a half day off within a two week pay period, will be permitted as follows:

a) Employees wishing to participate in the program must submit a matrix indicating his/her flex time period to his/her manager for approval, reference and planning. Once the flex schedule is approved, every attempt must be made to adhere to that schedule (any deviations must be pre-approved by the employee's supervisor).

b) Flex time schedules are not guaranteed and may be altered as necessary to accommodate the business needs of each Business Group/Unit and/or department.

c) Employees cannot be required to work a flex time schedule.

d) Non-exempt employee work schedules cannot exceed 40 hours in any given week as a result of an employee's working an approved flex time schedule.

e) All employees working a flex time schedule must take at least a half hour lunch period.

f) Total hours worked within a given pay period must be no less than 75 hours or 80 hours (whichever is applicable) and must correspond to a two week pay period (Monday-Friday).

g) Holidays (including floating holidays) sick, vacation, and paid volunteer time must be recorded as your base hours (i.e.: 7.5 hours at WPO and Albany). In the event of a holiday or if an employee takes a sick day, vacation day, or paid volunteer day and he/she was scheduled to work 8.5 hours, he/she will only get credit for 7.5 hours and will need to make up the extra hour another day during that pay period.

h) Employees who take more than 2 days off (sick, vacation, holiday, or paid volunteer time) in a two week pay period are not eligible to work a flex time schedule in that pay period.

i) An employee's participation in this program may be discontinued at any time at the discretion of the employee's supervisor, manager or Business Unit head.

Office Closing Due to Inclement Weather or Emergencies

5.1 Unless notified otherwise, employees should anticipate that NYPA offices will be open. Only under extreme weather conditions or other emergency situations would the Albany Office and/or White Plains Office be closed. Office closings will be announced via the NYPA voice mail message system and First Call systems.

5.2 During the workday, if conditions warrant the closing of either the White Plains or Albany Office, the Human Resources Department Head, after consultation with the SVP Corporate Support Services and the President and Chief Executive Officer, will contact the Business Group Heads to advise them of the decision to close. Business Group Heads should then notify their respective staffs. During non-work hours, employees may call the NYPA voice mail system for office closing announcements.

5.3 If an employee expects to be late due to inclement weather, difficult transportation conditions or any other reason, he/she should notify his/her supervisor of the expected arrival time as soon as possible.

5.4 If an employee decides not to come to work, his/her immediate supervisor should be notified as soon as possible. In that instance, the absence must be charged to an employee's accumulated vacation time (accumulated sick time cannot be charged).

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Records of Attendance

6.1 Records of attendance shall be maintained for all employees at all NYPA locations through completion of a time report, which is maintained using the NYPA's time and attendance tracking system (CATS). Supervisors or their designees must approve all CATS entries before the time entries are transmitted to Payroll. Part-time NYPA employees must submit their time report on a weekly basis.

6.2 Falsification of any supervisory-approved records of attendance will result in disciplinary action up to and including termination.

Vice President, Human Resources

April 4, 2014

Date

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Vice President, Human Resources

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