



## Department of Shared Administrative Services Office of Personnel Management

**Policy Title:** Alternative and Flexible Work Schedules

**Policy Number:** 72

**Effective Date:** TBD

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This policy allows departments to establish best practices for employees under alternative and flexible work arrangements. An alternative or flexible work arrangement may be an option if the employee's job duties, the supervisor's responsibilities, the employee's work habits, and other eligibility factors are suited to such an arrangement. Departments are not required to adopt these policies, and the decision to adopt any or all of these work arrangements will be determined by the Secretary of each department.

Employees may request specific schedules, but it is at the discretion of departmental leadership to assign schedules that meet business demands.

### **Standard Work Week Requirements**

All full-time employees are expected to work 40 hours per week, excluding unpaid lunch breaks. Employees may work from 8:00 a.m. to 4:30 p.m. with a 30-minute unpaid lunch break, or 8:00 a.m. to 5:00 p.m. with a one-hour unpaid lunch break, provided coverage is maintained for operational and public service needs.

Deviations from the standard work week may be approved as an Alternative Work Schedule or Flexible Work Schedule.

Alternative Work Schedule (AWS) – An alternative work schedule allows employees to work a compressed schedule that results in nine (9) workdays during the two-week pay period (9/80 AWS) or eight (8) workdays during the two-week period (4/10 AWS). Supervisors are responsible for developing schedules and policies for AWS, if the supervisor determines an alternative work schedule is in the best interest of the department. Employees participating in the 9/80 work schedule will be eligible to take off on the alternating Friday of each pay period as approved by the department Secretary. Employees participating in the 4/10 work schedule are eligible for their day off to be any set day Monday through Friday.

Flexible Work Schedule – A flexible work schedule allows employees to utilize a work schedule that differs from normal business hours of 8:00 a.m. to 5:00 p.m. Supervisors are responsible for developing schedules and policies for flexible schedules, if the supervisor determines a flexible work schedule is in the best interest of the department. A flexible work schedule may allow employees to come in earlier, come in later, leave earlier, or leave later while still working a 5-day, 40-hour workweek. Any flexible schedule must be reasonable, must conform with the requirements of an employee's job duties, and must not interrupt the delivery of services for the State. All flexible work schedules must be conducted between the hours of 7:00 a.m. and 6:00 p.m., unless approved by the department Secretary.

### **Eligibility Requirements**

- No formal disciplinary action in the past six months.
- Satisfactory performance reviews within the last performance evaluation rating cycle.
- Position classified as Alternative Work/Flexible Work schedule-eligible by department.
- Minimum six months of continuous employment with the state (waivable by Secretary).
- Positions may be eligible for Remote, Flexible and Alternative Work schedules, but department leadership will determine the appropriate schedule.
- Employees are eligible to use Flexible and Remote Work simultaneously.
- Employees are not eligible to use Alternative Work and Remote Work options simultaneously.



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### **Department Responsibilities**

- Ensure comprehensive in-office staffing and leadership presence daily.
- Annual certification to OPM that arrangements maintain service quality.
- Agreement between employee and department for Alternative Work/Flexible Work. OPM will provide a template for an agreement that can be tailored for department use.
- Authority to revoke agreements for performance improvement or business needs.
- Ability to require office attendance for critical activities.

Please refer to OPM Policy #70 State Business Hours, OPM Policy #71 Remote Work Policy, and OPM Policy #74 Meetings.