

## **OFFICIAL HOURS AND WORK SCHEDULES**

REFERENCE: SEHD Teleworking Policy #111  
SEHD Standards of Conduct – Code of Ethics Policy #1201  
State Personnel Board Rules

Management, supervisors, and employees have shared responsibility to accomplish the mission of the SEHD. Along with this responsibility, managers have the authority to establish work hours and work schedules.

(Section A)  
**OFFICIAL WORK  
HOURS**

1. The official work hours of SEHD are from 8:00 a.m. to 5:00 p.m. Monday through Friday.

During this time all offices should be open for business, unless administratively and/or programmatically unfeasible.

All offices are to be adequately staffed to transact business during those hours.

2. The working hours of employees must be scheduled based on the needs of the organization. Subject to management approval, employees may be accommodated regarding their desired hours of work but only if it is not detrimental to the SEHD or to the workload of other employees.

(Section B)  
**WORK  
SCHEDULES**

Work schedules may vary depending upon the type of job and work location. In such situations the working hours may be arranged to meet the needs of those served by the organization. Each employee must have an established work period.

(Section C)  
**ALTERNATIVE  
WORK  
SCHEDULES**

Alternative work schedules may be established for individual employees subject to management approval.

1. Supervisors are responsible for assuring that all employees utilize their working hours productively regardless of schedule variations.
2. Provisions for adequate supervision of FLSA non-exempt employees working alternative hours must be made. Written records of work time for non-exempt employees must be maintained.
3. Staffing must be adequate to meet the needs of each individual work unit.

4. The following alternative work schedules may be considered:

- 4.1 **9-HOUR DAY** – This plan covers a two-week period. Employees may be permitted to work four 9- hour days- and one 8- hour day with one week- day off every other week. This schedule requires that the FLSA 7- day work period always begin in the middle of the 8- hour day.

(Example: 1<sup>st</sup> week: Monday through Thursday, the employee works 9 hours each day. Friday, the employee works 8 hours. 2<sup>nd</sup> week: Monday through Thursday, the employee works 9 hours each day. Friday is an off day for the employee.)

**10-HOUR DAY** – Employee may be permitted to work four 10 hour days.

(Example: Monday is an off day for the employee. Tuesday through Friday the employee works 10 hours each day.)

5. Employee Requirements

- 5.1 Employees will be required to sign a *REQUEST FOR APPROVAL OF AN ALTERNATIVE WORK SCHEDULE* upon approval from Management of their request for an alternative work schedule. This agreement must be signed prior to the employee starting the requested work schedule. Supervisors should have employees sign a new work schedule agreement annually at the beginning of the new performance management evaluation period. Copies of the agreement are kept in the supervisor file and in the District HR Office.

**NOTE: If an employee stops working an alternative work schedule, the HR Office must be informed by completing the appropriate section of the alternative work schedule form.**

- 5.2 Employees should have and maintain an annual leave balance of at least forty (40) hours.

- 5.3 Employee should have been employed with the SEHD for at least six (6) months.

**NOTE: Prior State service may be considered and counted toward the six (6) month requirement.**

- 5.4 Employees cannot currently be or recently have been involved in any type of disciplinary process that would cast doubt on the employee's ability to successfully work an alternative work schedule.

**NOTE: State holidays are for eight (8) hours. Employees who work 9-hour day or 10-hour day schedules, therefore, must request leave or work an adjusted schedule to make up the difference in time for the 8 hour holiday. If a holiday falls on the employee's designated "off day", the employee, will be granted 8 hours to be taken on the workday following the holiday.**

- 5.5 Participation in an alternative work schedule is a privilege, not a right, and may be changed if situations such as the following occur: increased work loads within the department, staffing changes, attendance problems, work is not being completed or other performance related issues. Also, schedules may be changed to meet the needs of the organization in times of emergencies.

FORMS:

REQUEST FOR APPROVAL OF AN ALTERNATIVE WORK SCHEDULE (Form 1002-1)

**Note:** All forms can be located on the SEHD intranet at:  
<http://www.sehdph.org/protected/Forms.htm>