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## **PARDON AND PAROLE BOARD**

### **Policy 107 – Alternate Work Schedule**

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#### **POLICY**

It is the policy of the Pardon and Parole Board (PPB) that the official work week consists of (9) hours a day, five days a week, beginning at 8:00 a.m. and ending at 5:00 p.m. each day, Monday through Friday including a one-hour lunch break. The PPB is committed to making a reasonable effort to accommodate employee requests for alternate work schedules. The use of the Alternate Work Schedule (AWS) is at the discretion of the Executive Director. The approval of an AWS request is dependent upon the job duties to be performed and may not be suitable for some positions. An AWS must not jeopardize or impact normal business hours or operations. Areas must have coverage at all times during the established workday.

Employee participation in an AWS is voluntary. In lieu of five 8-hour days, an employee may work an AWS consisting of a different beginning time for the work day or a compressed work week schedule. For a different beginning time, an employee may request to begin work at 7:00 a.m. or 7:30 a.m. Scheduled shifts in the PPB may not begin before 7:00 a.m.

An alternate work schedule using a compressed work week consists of four 10.5-hour days with a 30 minute lunch period or four 9.5-hour days with a 30 minute lunch period and one 4-hour day. Employees participating in an AWS are not permitted to work during their lunch periods.

Each AWS must adhere to the following criteria, it must:

1. not diminish the level of services furnished to the public by the PPB;
2. reduce the productivity of the requesting employee
3. not unfairly burden other employees in the PPB; and/or
4. be economically feasible.

Employees interested in participating in the AWS Program shall complete the Alternative Work Schedule Request form and submit it to the supervisor and then to the Executive Director for approval.

A written request for an AWS may be granted by the Executive Director if the employee can show that the AWS meets the criteria above. Requests will be considered on a case by case basis.

The employee shall maintain regular and predictable working hours on an AWS. There must be consistency in an AWS from week to week. Work schedules should not vary from day to day or week to week. An AWS should be observed with the same integrity as any other regular work schedule.

The approved AWS of each employee will be reviewed on an annual basis. The Executive Director reserves the right at any time to return an employee participating in an AWS to the official agency schedule for any reason. In addition, if it is determined by the Executive Director to be in the best

interest of the employee or the agency, the AWS program may be temporarily or permanently modified or discontinued.

The PPB shall make a good faith effort to schedule planned meetings on dates that do not consistently require employees to perform non-emergency work during off hours. The PPB shall evaluate the performance and progress of employees on an AWS using the same criteria as are applied to all other employees.

The PPB has the authority and responsibility to monitor an employee's AWS and to take appropriate action when an employee has abused the AWS or used the AWS fraudulently. Except as otherwise provided by policy, law, or the Merit Rules, the PPB will apply the AWS policy uniformly to all employees.

An employee working an AWS recognizes that the agency's standard of professionalism and work ethic must be maintained. The employee shall continue to perform work commensurate with her or his experience and skills. Competent and efficient performance of the appropriate level of work ~~are~~ is to be maintained. The employee shall be flexible in his or her schedule to accommodate emergencies, concentrated periods of work, travel, externally scheduled commitments, and other inflexible demands.

In order to provide accurate documentation, all employees who are participating in an AWS shall record actual hours of work on the monthly time sheet. If an AWS workday falls on a state paid holiday, the employee will be paid for no more than eight (8) hours of holiday pay per day. Employees shall use annual leave to account for the difference between scheduled hours and eight (8) hours of holiday pay. Employee benefits and/or pay will not be affected by an AWS as long as normal full-time status is maintained. Failure to record hours worked or leave used will result in no holiday hours awarded to the employee.

Employees can withdraw from the program by providing the immediate supervisor with written notice using the appropriate PPB Form. The supervisor and the Executive Director will determine the end date of the AWS. The AWS program is not available to employees involved in corrective disciplinary actions.

Established: June 13, 2016  
Revised: October 8, 2018