



# OFFICE OF ADMINISTRATION ADMINISTRATIVE POLICY

POLICY TITLE: <b>Hours of Work</b>	AUTHORIZED BY: <b>Sarah H. Steelman</b> Commissioner
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ISSUED: <b>May 1, 1996</b>	REVISED: <b>February 5, 2021</b>

## **I.     Regular Business Hours**

Regular business hours of the Office of Administration are 8 a.m. to 5 p.m., Monday through Friday. Employees will work regular business hours unless they have received approval for a flexible work schedule as set forth below.

## **II.    Flexible Work Schedules**

- A. A request for a flexible work schedule must be approved by an employee's division director or designee.
- B. Flexible schedules can be rescinded or adjusted at the discretion of the division director to meet business needs, including the need to provide closer supervision of the employee.
- C. Division directors will establish a process for requesting, and criteria for approving, flexible work schedules. Such criteria will include the business needs of the office and the need for uninterrupted customer service. At a minimum the process will require the employee to make such request in writing, and for the division directors to maintain a list of employees utilizing flexible work schedules and annually review the effectiveness of each schedule.
- D. Division directors will establish requirements concerning core hours and breaks.
- E. Full-time employees must have weekly schedules totaling forty hours of work in a seven-day period. Any deviation in this requirement must be approved by the commissioner.
- F. Flexible work schedules must not result in overtime, unless otherwise preapproved by the division director.
- G. Meal and break times and duration shall be coordinated and preapproved by the division director or designee