

## 1.1.C.9 Staff Alternative Work Schedule

### I Policy Index:



**Date Signed:** 01/02/2016  
**Distribution:** Public  
**Replaces Policy:** N/A  
**Supersedes Policy Dated:** 12/26/2014  
**Affected Units:** All Units  
**Effective Date:** 01/04/2016  
**Scheduled Revision Date:** November 2016  
**Revision Number:** 13  
**Office of Primary Responsibility:** DOC Administration

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### II Policy:

The Department of Corrections (DOC) encourages supervisors to accommodate employees' scheduling requests through an alternative work schedule when possible.

### III Definitions:

None

### IV Procedures:

#### 1. Alternative Work Schedule Guidelines:

- A. Guidelines for an alternative work schedule are available within the Bureau of Human Resources (BHR) [Alternative Work Schedule Policy](#) (See [Attachment 1](#)).
- B. The guidelines may also be obtained on the BHR website as follows:
  1. Click [here](http://bhr.sd.gov/) to access the BHR website (<http://bhr.sd.gov/>).
  2. Click on **Policies and Procedures** on the left side of the screen.
  3. Then click on **State Employee Policies** in the middle of the screen.
  4. Finally click on **Alternative Work Schedule Policy**, first item in the middle of the screen.
- C. Alternative work schedules may not be available to every staff member because of agency/facility staffing requirements.

#### 2. Application for an Alternative Work Schedule:

- A. Staff who chose to participate must complete the [Request for an Alternative Work Schedule \(AWS\)](#) form (See [Attachment 2](#)).
- B. The [Request for an Alternative Work Schedule \(AWS\)](#) may also be obtained on the BHR website as follows:

1. Click [here](http://bhr.sd.gov/) to access the BOP website (<http://bhr.sd.gov/>).
  2. Click on **Policies and Procedures** on the left side of the screen.
  3. Proceed by clicking on **State Employee Policies** in the middle of the screen.
  4. Then click on **Alternative Work Schedule Policy**, first item in the middle of the screen.
  5. Finally click on **Request for an Alternative Work Schedule (AWS)** towards the top of the screen.
- C. Staff will forward the completed [Request for an Alternative Work Schedule \(AWS\)](#) form to their supervisor.
- D. A copy of the [Request for an Alternative Work Schedule \(AWS\)](#) form should also be sent to the respective Human Resource Manager.

## V Related Directives:

BHR policy - [Alternative Work Schedule Policy](#)

## VI Revision Log:

**July 2003:** New policy.

**January 2005:** **Changed** signature block.

**January 2006:** **Revised** reference section.

**January 2007:** No changes made.

**December 2007:** **Revised** the instructions on how to obtain the BOP instructions on how to request an alternative work schedule.

**November 2008:** **Revised** formatting of policy in accordance with DOC policy

1.1.A.2. **Revised** directions and **added** hyperlinks to access the BOP website, AWS policy and the Request for an AWS within the AWS Guidelines and Application for an AWS sections.

**Clarified** titles of Attachments 1 and 2 throughout policy. **Revised** minor wording throughout policy. **Deleted** copies of Attachments 1 and 2 from DOC WAN.

**November 2009:** **Added** hyperlinks.

**November 2010:** **Revised** formatting of Section I.

**January 2012:** **Deleted** "Non-Public" and **Replaced** with "Public".

**December 2012:** **Deleted** "Bureau of Personnel" and Replaced with "Bureau of Human Resources" throughout policy.

**November 2013:** Reviewed with no changes.

**November 2014:** Reviewed with no changes.

**November 2015:** Reviewed with no changes.

*Denny Kaemingk (original signature on file)*

Denny Kaemingk, Secretary of Corrections

01/02/2016

Date

## Attachment 1: Alternative Work Schedule Policy

The ***Alternative Work Schedule Policy*** is located on the BHR website.

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It is the goal of the state of South Dakota to provide employees with a work environment that allows them to balance work and life activities. As an employer, the State recognizes the need for flexibility in scheduling to provide employees the opportunity to participate in family and community activities. To achieve this goal, employees and supervisors are encouraged to use alternative work schedules. Alternative work schedules will enable managers to meet their program goals and provide better customer service while, at the same time, allowing employees to be more flexible in scheduling their personal activities.

### **Alternative Work Schedules Available:**

**Flexible work schedule:** With supervisory approval, employees may select alternative starting and stopping times during the workweek. The starting and stopping times and the lunch period are fixed for the duration of the flexible schedule unless the supervisor discontinues or temporarily suspends the flexible work schedule. Salaried employees on a flexible work schedule may be required to work additional hours or adjust their schedule to meet the requirements of their position.

**Permanent reduced work schedule:** With supervisory approval, hourly and salaried employees may reduce the number of hours worked each week. Employees on a reduced work schedule will be considered permanent part-time employees and will earn less leave and pay based on the reduced number of hours worked. If employees work less than 20 hours per week, they are not entitled to health, life, or retirement benefits. This is a permanent schedule and is not intended for seasonal fluctuation.

**Flex time:** With supervisory approval, employees may occasionally modify their daily work schedule. Adjustments may be made at any time to allow employees flexibility in their schedule during the week. Hourly employees must make up hours flexed at a different time during the work period. Hourly employees who are unable to make up hours flexed during the work period must take either paid or unpaid leave. Salaried employees may not flex an entire day.

**Compressed work schedule:** With supervisory approval, full-time hourly and salaried employees may work their normally scheduled number of hours each work period in less than 5 days. Examples are four 10-hour days or four 9-hour days and one 4-hour day. Since full-time employees are entitled to a maximum of 8 hours for a holiday, hourly employees working a compressed work week may be required to adjust their work week or take paid or unpaid leave during a work period that includes a holiday. Salaried employees must have a set schedule and take leave for any day in which they will be absent during all scheduled hours regardless of the number of hours worked during the week. Salaried employees on a compressed work schedule may be required to work additional hours or adjust their schedule to meet the requirements of their position.

**Work Adjust:**

Work adjust is adjusting hours for work performed outside the normal work schedule to meet the requirements of the agency. Work adjust is intended for short term changes to an employee's schedule to meet workload requirements. Work adjust applies to hourly employees and is not appropriate for salaried employees.

**Eligibility for Alternative Work Schedules:**

Supervisors will work with employees and attempt to accommodate their scheduling requests. Alternative work schedules, however, may not be available to every employee at any time because of customer service requirements. If alternate work schedules are not possible, the supervisor should explain why the request for an alternative work schedule cannot be honored.

**Guidelines:**

Principal administrative offices will be open during the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, including the noon hour. Service to both internal and external customers must be maintained or improved.

Rest periods are a normal part of the work schedule and cannot be accumulated or be included as a basis for a flexible work schedule. A lunch break of at least 30 minutes of uninterrupted time is recommended.

**Responsibilities:**

Teamwork among employees and agency management is an important factor in implementing alternative work schedules and achieving positive benefits associated with alternative work schedules. Meaningful work must be available for the employee during the entire alternate work schedule. Supervisors and employees are mutually responsible for ensuring successful alternative work scheduling programs.

Supervisors shall:

1. Ensure adequate, not minimal, staff is available to serve the needs of the public. Both internal and external "customer" needs will be considered to determine adequate staffing.
2. Ensure that alternative work schedules are administered consistently and equitably.
3. Ensure alternative work schedules do not cause or contribute to the need for additional staff or overtime work.
4. Ensure work that requires regular supervision or essential interaction with other staff is scheduled when supervisors and interacting staff are available.
5. Ensure the work site has adequate supervisory and management coverage at all times.

Employees shall:

1. Plan and organize their time to meet the job requirements established by the supervisor. This includes answering your phone during all alternative work hours.
2. Participate in the resolution of conflicts between the job and the alternative work schedule and inform the supervisor when coverage is not adequate.
3. Be able to meet workload requirements and be available for scheduled conferences and meetings. The requirements of the job always take precedence over the alternative work schedule.
4. Not engage in excessive socializing prior to the beginning of their workday when employees are already engaged in their work schedule. This can be disruptive to the work patterns of employees with earlier starting times.
5. Record actual hours worked for each day on the time form.

**Procedures for Requesting an Alternative Work Schedule:**

A [Request for an Alternative Work Schedule \(AWS\)](#) form must be completed by the employee and submitted to the supervisor for approval if the employee wants to participate in a flexible work schedule, a permanent reduced work schedule or a compressed work schedule. A copy of this form should be sent to your Human Resource Manager to be placed in the employee's personnel file. A form is not required to participate in occasional flex time.

**Changes to Work Schedules:**

Alternative schedules do not alter the responsibility and authority of supervisors to establish and change work schedules without prior notice. Supervisors may discontinue or temporarily suspend alternative work schedules when necessary. Alternative work schedules may also be altered if work needs change or if service is impaired.

To ensure an opportunity for all employees to request an alternative work schedule and to ensure the schedule remains workable for the employee and the agency, requests for flexible work schedules, permanent reduced work schedules, and compressed work schedules will be submitted and reevaluated at least every six months.

## Attachment 2: Request for an Alternative Work Schedule (AWS)

The [Request for an Alternative Work Schedule \(AWS\)](#) form is located on the BHR website.

REQUEST FOR AN ALTERNATIVE WORK SCHEDULE (AWS)			
<p>This form is to request participation in the Alternative Work Schedule (AWS) program, change your existing alternative work schedule option, or discontinue participation in the alternative work schedule program. Complete the information below and forward your request to your supervisor for consideration.</p>			
<b>Employee's Section:</b>			
<input type="checkbox"/> Start AWS <input type="checkbox"/> Change Current AWS <input type="checkbox"/> Discontinue AWS <input type="checkbox"/> Continue Current AWS			
<b>Select AWS Option:</b>			
<b>Flexible Work Schedule:</b>			
<input type="checkbox"/> -Indicate work hours and lunch period: _____			
<b>Reduced Work Schedule:</b>			
<input type="checkbox"/> _____-four work week. Indicate preferred schedule including lunch period: _____			
<b>Compressed Work Schedule:</b>			
<input type="checkbox"/> -Indicate work days and work hours including lunch period: _____			
<p>I understand this schedule may be discontinued or altered at any time depending upon the staffing need of the agency.</p>			
_____ Employee's Name (Please Print)		_____ Date	_____ Employee's Signature
<b>Supervisor's Selection:</b>			
<p>I understand it is my responsibility to ensure the office is open for business during scheduled office hours with adequate staff to serve the needs of the public and administration.</p>			
Approved <input type="checkbox"/> If approved, alternative work schedule approved, if different than requested above: _____ _____			
Disapproved <input type="checkbox"/> If disapproved, state reason for denial: _____ _____			
_____ Supervisor's Signature		_____ Date	_____ Next Level Supervisor's Signature (if Applicable)    _____ Date
Human Resource Manager Initials _____			
Forward all forms approved and denied to agency human resource manager.			
Rev 03/08			