

Alternative Workweek

MAP No. 10-11

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Dated: April 15, 1988

State of Alaska

Department of Health & Social Services

Division of Public Assistance

FIELD SERVICES

MANAGEMENT ADMINISTRATIVE PROCEDURES

Approved by:

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Chief of Field Services

Date: March 18, 1997

PURPOSE

Define the circumstances and procedures to be used when employees request an alternative workweek schedule.

BACKGROUND

Flexible work hours and modified work schedules such as four-day workweeks are encouraged when this can be justified as benefiting the agency. The need to have offices remain open through the lunch hour, schedule employed clients before or after regular hours, improve computer response time, and enhance employee morale are all valid reasons for using flexible work hours and/or work days.

Normal work hours are 8:00 a.m. to 12:00 noon, 1:00 p.m. Monday through Friday. Two 15-minute breaks may be taken per day, one in the morning and one in the afternoon. Breaks must be taken appropriately and cannot accrue and be used at the end of the workday. Flexible work schedules are permitted if allowed under the applicable contract/agreement.

PROCEDURES

DPA Management and DHSS Personnel, in coordination with employee labor union, are responsible for maintaining a current [Alternative Workweek Master Agreement](#) for employees represented by ASEA (click for link)

This Master Agreement covers all alternative workweek schedules in DPA and details required request forms and approval procedures.

For employees represented by APEA, please refer to Letter of Agreement 7: Alternate Workweek Master Agreement in the supervisory contract.

POLICIES

Management retains the right to make final decisions concerning approval and implementing of alternative workweek requests and plans. Documentable work related benefits is the primary basis for such decisions.

Employees covered under the agreement must meet the following criteria to be considered for an alternative workweek schedule:

1. Most recent performance evaluation must include not less than acceptable ratings in all areas.

2. Must maintain acceptable performance in all areas while assigned to an approved alternative schedule.
3. In the sole judgment of management, placing the employee on an alternative schedule shall not interfere with office coverage, providing or participating in training, staffing, productivity, job responsibilities, access of the public and other agencies, and a high level of customer service.
4. Must have a positive impact on the mission of the division.
5. For employees in probation in the entry level of a job class or new to the Division or position, any requests for an alternative schedule will be negotiated with the supervisor. The goal is to provide the best opportunity for the employee to succeed in the job. In addition to conditions #1 through #4 above, approval will depend upon:
 - Training schedule
 - Schedule and availability of the primary on-site trainer or supervisor
 - Familiarity with the business of the Division
 - Experience in related jobs