



TITLE	POLICY NUMBER	
Work Schedule Adjustment for Professional Advancement	DCS 04-45	
RESPONSIBLE AREA	EFFECTIVE DATE	REVISION
Human Resources	09/12/17	1

*This policy does not create a contract for employment between any employee and the Department. Nothing in this policy changes the fact that all uncovered employees of the Department are at-will employees and serve at the pleasure of the appointing authority.*

## **I. POLICY STATEMENT**

The Department of Child Safety (DCS) recognizes that employees frequently pursue educational and professional goals outside of the workplace. When employees request *temporary* modifications to their work schedules in order to achieve these goals, supervisors and administrators have the discretion to allow employees to adjust their work schedules if said adjustments do not create an adverse Department impact (see Definitions). Changes to an employee's schedule do not constitute "leave" time, a separate topic that is governed by the *Attendance and Leave* ([DCS 04-18](#)) policy. All requests for work schedule adjustments must be approved in advance. Employees who seek *permanent* adjustments to their work schedule should consult the *Alternative Work Schedules* ([DCS 04-28](#)) policy.

This policy is not intended to affect Department-mandated non-standard work schedules (i.e., other than Monday through Friday, 8:00 a.m. to 5:00 p.m.) that are necessary to meet the operational needs of the Department.

DCS administers this policy in accordance with the provisions contained in the [Arizona State Personnel System Rules](#) and the [Fair Labor Standards Act \(FLSA\)](#).

## **II. APPLICABILITY**

This policy applies to all DCS employees except for employees under Field Operations.

### III. AUTHORITY

[Fair Labor Standards Act of 1938, as amended](#)

[A.R.S. § 8-453](#)

Powers and duties

[A.A.C. R2-5A-502](#)

ASPS Rule: Hours of Work

### IV. DEFINITIONS

Adverse Department Impact: Includes, but is not limited to, reduction of productivity, diminished level of services furnished to internal or external customers, or an increase in the cost of Department operations. Supervisors and managers shall determine legitimate business reasons for not establishing, disallowing, or discontinuing a work schedule adjustment.

Basic Work Requirement: The number of hours, excluding overtime hours, an employee is required to either work or to account for by charging leave, excused absence, or holiday hours.

Department or DCS: The Department of Child Safety.

Fair Labor Standards Act (FLSA): State service is subject to the federal Fair Labor Standards Act that prescribes minimum wage and overtime pay standards as well as record keeping standards for employment. The standard workweek of 40 hours worked within a period of seven consecutive days (or 168 hours) is the basis for determining what constitutes overtime. Hours worked in excess of 40 hours within the standard workweek constitute overtime. The terms “non-exempt” and “exempt” refer to an employee’s status with respect to the FLSA (questions regarding FLSA exempt/non-exempt status of any class or position should be referred to Human Resources).

Standard State Service Workweek: The standard or normal State service workweek runs seven consecutive days from each Saturday at 12:00 a.m. to the following Friday at 11:59 p.m. and requires full-time employees to work 40 hours within this time frame of 168 hours.

Work Schedule Adjustment (WSA): A modification to an employee’s work schedule to allow participation in activities designed to improve their knowledge, skills, and abilities.

## **V. POLICY**

### **A. General Guidelines**

1. [A.R.S. § 38-401](#) requires State offices to be open for transacting business from 8:00 a.m. to 5:00 p.m., Monday through Friday. DCS generally follows the standard State service workweek, and work hours in DCS normally coincide with the State's prescribed hours of operation.
2. This policy does not change an employee's basic work requirement.
3. Supervisors shall consider the employee's regular work schedule and the impact of any requested work schedule adjustment on the work unit.
4. WSAs are intended to be of short duration, no longer than three months.
5. WSAs are not an entitlement; they are a privilege for which employees must be able to demonstrate the ability to be productive, maintain good work habits (including punctuality and attendance), and meet the performance expectations of their positions.
6. Approvals, modification, or discontinuation of a WSA may be made at any time by a supervisor or manager.
7. In the case of any disputes over schedule approval, the decision of the Program Administrator is final. All records of the decision will be maintained by the supervisor.

## **VI. PROCEDURES**

- A. Employees seeking to request a WSA should discuss the issue with their immediate supervisor and, if necessary, next level manager for the purpose of determining whether or not their request is compatible with the unit's current workload and existing work schedules. After the proposed modification has been discussed, the employee will submit the request via email to his/her supervisor. Supervisors will respond via email with their approval or denial.

- B. Employees may work any particular hours or days within the Standard State Service Workweek as long as they work the required 40-hour period and no more than that during the workweek. Options may include:
1. four tens (4/10s): This option involves working four 10-hour days each workweek;
  2. combined 4/10s and 5/8s: the alternating 4/10s and 5/8s schedule happens when an employee works four 10-hour days and has a flex day in one week and works five 8-hour days the other week. The flex day can be any day agreed upon by the employee and supervisor during the 4/10 week;
  3. variations on start (arrival) and stop (departure) times.