

 <p style="text-align: center;">STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</p> <p style="text-align: center;">Policy and Procedure</p>		POLICY AND PROCEDURE NUMBER 02.01.015	PAGE 1 of 3
		EFFECTIVE DATE July 11, 2007	
SUBJECT Office Hours		SUPERSEDES 22-8007	DATED June 5, 1984
CHAPTER Administration	SECTION General Administration	APPROVED BY Signature on File	

PURPOSE

This formalizes the policy and procedure (P&P) of the department on hours during which offices will be open and services will be available.

POLICY

Department offices will be open and services will be available Monday through Friday, 8:00 a.m. to 5:00 p.m. continuously, except on state holidays. Vessels and terminal offices of the marine highway system are exempt from this policy. The commissioner retains the authority to exempt offices for which this policy is impracticable.

For offices that are intended to provide services directly to the public, directors¹ will ensure that the offices will be open at the times most convenient to the individuals being served. Each director with such offices will periodically review the preferences and needs of clientele and, if a change in office hours is indicated, will recommend to the commissioner the most suitable hours of operation for each location.

Directors will assign flexible work hours to employees as necessary in order to keep an office open and to keep services available during the times specified.

Flexible work hours means variations in the starting and ending times of work days and meal periods to achieve office coverage during the times specified.

Services will be available means that an employee will respond to telephone and in-person inquiries directed to the office generally and, at a minimum, take a message for another employee to provide specific assistance later.

Directors will make every effort to accommodate the wishes of individual employees in assigning flexible work hours. However, final decisions rest with directors. Directors

¹ Director means deputy commissioner, regional or division director, and system director or manager.

may withdraw or reassign flexible work hours for any valid business reason. This responsibility may not be delegated.

PROCEDURE

General parameters of flexible work hours

1. Flexible work hours will not generally change the total number of hours an employee works per day. That is, if the employee normally works 7.5 hours per day, the employee will work 7.5 hours per day after hours are flexed.
2. Unless hours are otherwise assigned or agreed to under the terms of a collective bargaining agreement, hours of work for full-time employees may be flexed by up to one hour from the normal 8:00 a.m. starting time and 4:30 p.m. ending time. For example, an employee may have a flexible work schedule of 9:00 a.m. to 5:30 p.m., or 7:00 a.m. to 3:30 p.m., each with a one-hour meal period.
3. Flexible work hours will not result in overtime payment of any kind.
4. Employees with flexible work hour assignments will adhere to those hours consistently.
5. Employees with approved alternate work week assignments or flexible time plans under collective bargaining agreements need take no further action under this P&P to secure their work hours.

When assigning flexible work hours, the director will consider:

1. The terms of the applicable collective bargaining agreement with regard to the total hours per week in work or pay status and the required meal break.
2. The ability of the individual to work independently.
3. The overall staffing of the office, including any existing alternate work week schedules or flexible time plans approved under collective bargaining agreements.
4. The volume and nature of the services provided directly to the public.

Documentation requirements

1. Assignments of flexible work hours will be in writing. The record will contain the name of the employee, the employee's work days, the specific starting and ending times each work day, and the employee's meal period. When the

employee requests the assignment, the record must originate with the employee and must show the approval of all supervisors above the employee. In all cases, the director provides the final approval.

2. Directors will maintain records of flexible work hour assignments in the division/ system office for all employees in the division/ system.
3. Directors will maintain records of any offices exempted from the hours specified in the policy, the alternate hours for the exempted office, the justification for the alternate hours based on the preferences and needs of its clientele, and the commissioner's approval.

Nothing in this P&P is intended to conflict with any provision of a collective bargaining agreement. To the extent that a collective bargaining agreement and this P&P conflict, the collective bargaining agreement prevails.

AUTHORITY

AS 44.12.200
AS 44.17.030

IMPLEMENTATION RESPONSIBILITY

Deputy Commissioners, regional and division directors, and system directors and managers

DISTRIBUTION

All department employees via the DOT&PF website