



**State of Oklahoma**  
**Human Resources Department**  
**A Division of the Office of Management and Enterprise Services**  
**Policies and Procedures**  
**Alternative Work Schedule**

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<b>Effective Date of Policy: 10/01/2012</b>	<b>Next Scheduled Review:</b>
<b>Prior Policy:</b>	<b>Policy Number: HCM-01</b>
<b>Last Reviewed:</b>	<b>Replaces Policy Number:</b>
<b>Date Policy Last Revised:</b>	
<b>Approved: Lucinda Meltabarger</b>	<b>Approval Date: 09/01/2012</b>

### **Policy**

It is the policy of the Office of Management and Enterprise Services (OMES) to provide alternative work schedules as a method of staff retention through work/life balance. Alternative scheduling is available to assist employees in meeting their individual work performance goals and family needs.

All OMES employees will be considered for alternative work scheduling on a case-by-case basis, where work schedules have been shown to accomplish both work and personal goals, to provide coverage for individual department operations and to serve the agency as a whole with increased productivity at no expense to quality output.

There are various alternative work schedule options available to OMES employees. Specific schedules and work hours are outlined in the [Alternative Work Schedule Calendar](#). The options include:

1. Flex-time - Allows the employee to adjust the start and end time of the workday without changing the total number of hours worked in a day. The operating days and hours of OMES are Monday through Friday, 8 a.m. to 5 p.m. All employees are expected to be at work during these hours unless approval is granted for a flexible work schedule, approved leave, or a work week adjustment. Flextime at OMES is a work schedule with time of arrival and departure that differs from the standard operating hours by not more than two hours. OMES has established a core work period of arrivals no later than 9 a.m. and departures no earlier than 4 p.m.

## 2. Compressed Workweek

- a. 4/10: Four ten hour days per week with a specified consistent day off each week.
- b. 9/80: Eighty hours worked in nine days allows the employee to take every other Monday or Friday off.

Employees participating in an alternative work schedule are not permitted to work through breaks or lunch periods. Lunch periods must be a minimum of 30 minutes in duration.

Employees can withdraw from the program by providing the immediate supervisor with written notice. The immediate supervisor and Human Capital Management will determine the date of removal from the alternative work schedule.

Full-time employees that work on a holiday will accrue no more than the hours necessary to complete the scheduled hours. Employees not scheduled to work on a holiday will receive eight hours of holiday pay, employees shall use annual, compensatory time or work week adjustment to account for the missing hours.

### **Compensatory/Overtime**

Employees eligible for overtime/compensatory time (FLSA nonexempt) that work more than 40 hours within the workweek are eligible for compensatory time. Overtime may be granted in lieu of compensatory time on a case by case basis. Supervisors shall approve time worked in excess of forty hours in advance.

FLSA exempt employees who work more than 40 hours during a given workweek are eligible to accrue compensatory time on an hour for hour basis. Supervisors shall approve time worked in excess of forty hours in advance.

### **Employee's responsibility**

Employees interested in participating or terminating the program shall complete the Alternative Work Schedule Request form and submit to their supervisor for approval.

### **Supervisor's responsibilities**

Supervisors are required to take into account the staffing needs of their unit when approving employees for the Alternative Work Schedule. They shall staff their unit to provide coverage and service to customers during normal office hours, from 8:00 a.m. to 5:00 p.m. Monday through Friday.

Supervisors are not required to allow employees to participate in the Alternative Work Schedule program. If it is determined to be in the best interest of the employee or the agency, the Alternative Work Schedule may be temporarily or permanently modified or discontinued.

Supervisors shall submit approved Alternative Work Schedule requests to Human Resources Division.

**Human Capital Management Responsibilities**

OMES reserves the right at any time to return an employee participating in an Alternative Work schedule to his or her standard schedule for any reason.