

<p style="text-align: center;"><b>GEORGIA DEPARTMENT OF CORRECTIONS</b>  <b>Standard Operating Procedures</b></p>		
<b>Policy Name:</b> Official Hours and Alternative Work Schedules		
<b>Policy Number:</b> 104.67	<b>Effective Date:</b> 10/4/2017	Page: 1 of 4
<b>Authority:</b> Commissioner	<b>Originating Division:</b> Administration and Finance Division (Human Resources)	<b>Access Listing:</b> Level I: All Access

**I. Introduction and Summary:**

- A. Appointing Authorities of the Georgia Department of Corrections (GDC) ensure that the mission of the Department is accomplished and, therefore, have the authority to establish and modify work hours and schedules as deemed necessary.
- B. Supervisors may establish non-security Alternative Work Schedules (AWS) and work hours for the benefit of the Department and its employees. Employees may be required to change their schedule at any time as required by the Department. AWS may be used in conjunction with the Department's Telework Program.
- C. Use of any AWS standard plan described in this procedure that causes a variance from the standard work period has automatic approval from the Director, Human Resources.

**II. Authority:**

- A. State Personnel Board Rule: 16 Absence from Work;
- B. GDC Standard Operating Procedures (SOP's): 104.37 Working Hours, Overtime and Compensatory Time (FLSA), 104.39.04 Leave Without Pay, and 104.66 Teleworking; and
- C. ACA Standards: 2-CO-1C-01, 1-CTA-1C-01, and 4-4048.

**III. Definitions: None**

**IV. Statement of Policy and Applicable Procedures:**

- A. Official Work Hours:
  - 1. The official core work hours of the Department are from 8:00 A.M. to 4:30 P.M., Monday through Friday (24-hour operations excluded).
  - 2. During this time, all offices should be open for business unless administratively and/or programmatically unfeasible.
  - 3. All offices are to be adequately staffed to transact business during work hours and to provide necessary and appropriate services.
  - 4. Supervisors are to ensure that minimum staff is maintained on all shifts to provide sufficient coverage. Official core hours must meet standard staffing patterns and coverage requirements in non-security operations.

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**B. Work Schedules:**

1. The standard work period for non-security employees starts at 1:00 A.M. on Saturday, and ends at 12:59 A.M. the following Saturday (SOP 104.37). Any variance from the standard work period, apart from the AWS schedules in this procedure, requires approval from the Director, Human Resources.
2. Employees' work hours must be scheduled based on the needs of the office/facility. Supervisors may allow employees to work non-standard hours that are not detrimental to Departmental operations or to other employees' workload.
3. An Alternative Work Schedule Agreement form (Attachment 1) must be completed, dated and signed by both the employee and the supervisor.
4. Work schedules may vary depending on the type of duties performed and work locations. Some jobs may not be suitable for AWS.
5. Employees working AWS are encouraged to schedule routine medical appointments or personal business appointments on the scheduled off day.
6. Due to decreased staff on the alternating off days (Monday/Friday), planned and unplanned absences can adversely affect facility/office activities. Supervisors must closely monitor all leave usage.
7. The amount of leave used must conform with the schedule hours for the day requested, i.e., 8, 9, or 10 hours depending on the employee's schedule.
8. All State Holidays are eight (8) hours. Eligible employees who work 9-hour or 10-hour day schedules must request leave, use compensatory time, or work an adjusted schedule to make up the difference in time for the 8-hour holiday. If insufficient hours are worked, and the employee does not have leave time to cover the balance, the time may be charged as leave without pay.

**C. Alternative Work Schedules (AWS):**

1. An AWS generally has a start and/or end time that differs from the Department's core hours and **must** meet the following criteria:

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- a. The official start time for an 8-hour day cannot be earlier than 7:00 A.M. (ending at 3:30 P.M., with a 30-minute meal break) and not later than 9:00A.M. (ending at 5:30 P.M., with a 30-minute meal break).
- b. The official start time for a 9-hour day cannot be earlier than 6:00 A.M. (ending at 3:30 P.M., with a 30-minute meal break) and not later than 9:00 A.M. (ending at 6:30 P.M., with a 30-minue meal break).
- c. The official start time for a 10-hour day cannot be earlier than 6:00 A.M. (ending at 4:30 P.M., with a 30-minute meal break) and not later than 9:00 A.M. (ending at 7:30 P.M., with a 30-minute meal break).

**NOTE:**        **The employee's supervisor may approve additional time for a meal break.**

2. **Flexible Schedules** – Employees within an organizational unit may be scheduled to report for work at different specified and staggered times, e.g., 7:30 A.M., 8:15 A.M., etc.

**EXAMPLE:** **Employee A** reports at 7:30 A.M., observes a 30-minute unpaid meal period, leaves at 4:00 P.M. – 8 hours worked.  
**Employee B** reports at 8:15A.M., observes a 30-minute unpaid meal period, leaves at 4:45 P.M. – 8 hours worked.

3. Although start and end times are flexible, employees must designate and regularly adhere to specified and approved start and end times.
4. **Alternating Work Day Off** – This plan covers a two-week period. Employees may be permitted to work four 9-hour days and one 4-hour day in one 7-day workweek and four 9-hour days and one 4-hour day in the next work week. This allows the employee on this schedule to have one work day (Monday or Friday) off every other work week. This schedule requires that the FLSA 7-day work period begins in the middle of the 8-hour day. The 8-hour day occurs on the day of the week the employee is scheduled off in the other week of the two-week period. The half-way point of the 8-hour work day marks the beginning of the next 7-day work week.

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**NOTE:** An employee's official workweek would begin after four hours of work on either Monday or Friday through four hours of work on the next Monday or Friday.

5. **10-Hour Day** – Employees may be permitted to work four 10-hour days each work period. Using this AWS, the official workweek is Saturday, 1:00 A.M. through Saturday, 12:59 A.M.
6. Participation in an AWS is a privilege, not a right, and may be changed by the Appointing Authority if situations occur such as work load changes, attendance problems, poor work performance, emergencies, etc.
7. When possible and if appropriate, supervisors should give employees advance notice prior to changing work schedules.
8. Employees who wish to end an AWS must submit a written request to their supervisor before the change becomes effective.
9. Supervisors shall review the AWS for each employee at the beginning of each fiscal year in conjunction with the Performance Management Planning and Evaluation Process.

**IV. Attachment:** Attachment 1, Alternative Work Schedule Agreement

**V. Record Retention of Forms Relevant to this Policy:** Attachment 1, Alternative Work Schedule Agreement – Maintain one year following end of agreement in the local leave file.