

# State Human Resources Policy #E24-103.01

## Alternate Work Schedule

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### **DEFINITIONS**

Agency – The South Carolina Military Department/Office of the Adjutant General

SCEIS – South Carolina Enterprise Information System

Workday (Average) – The number of hours upon which leave and holidays are based. To determine the number of hours in an average workday, divide the total number of hours an employee is regularly scheduled to work during a week by five (regardless of the number of days the employee actually reports to work).

### **POLICY**

1. The South Carolina Military Department's business hours are from 8:30 a.m. to 5:00 p.m., Monday through Friday (except on scheduled State Holidays). Program Managers and Department Heads will ensure there are adequate and knowledgeable employees present during those hours.
2. Program Managers and Department Heads may, at their discretion, offer alternate work schedules to employees who work a 40-hour workweek by using one of the following variations:
  - Four (4) 10-hour workdays/40 hours per workweek
  - Five (5) 8-hour workdays/40 hours per workweek
  - Four (4) 10-hour workdays/40 hours per workweek with day off, then rotate to five (5) 8-hour workdays/40 hours per workweek the following week, and vice versa.
3. Once the Program Manager, Department Head, or their designated representative and the employee have agreed upon a schedule, the employee must commit to the schedule for a minimum of ninety (90) calendar days.
4. The Program Manager, Department Head, or their designated representative must prior approve all alternate work schedules and/or schedule changes.

### **PROCEDURE**

1. Program Managers, Department Heads, or their designated representative will utilize the Personnel-Payroll Action Request (PAR) Form to submit documentation of the change to the employee's work schedule.
2. Program Managers, Department Heads, or their designated representative will submit the Form and all supporting documentation to the South Carolina Military Department's State Human Resources Officer (State HRO).
3. The State HRO will maintain the records of all schedule changes and update SCEIS accordingly.

Attachments:

1. Personnel-Payroll Action Request (PAR) Form

