

<b>Internal Policies and Procedures of the Utah State Board of Education</b>	
<b>Policy #</b>	04-15
<b>Subject</b>	Employee Work Schedules
<b>Date:</b>	July 6, 2021
<b>Policy Owner</b>	Director of Human Resources
<b>Policy Officer</b>	Deputy Superintendent for Operations
<b>References</b>	Rule R477-8-1

**I. Purpose and Scope**

This policy is adopted to establish standards for employee work schedules.

**II. Definitions**

1. "Alternative work schedule" or "AWS" means a work schedule with a work day outside of USBE regular business hours.
2. "Work day" means an employee's scheduled work shift.
3. "Work schedule" means a plan approved by an employee's supervisor establishing the employee's work hours and the location from which the employee will work.
4. "Overtime" means hours worked in excess of 40 hours a week by non-exempt employees.

**III. Employee Work Schedules**

1. The USBE building will be open to serve the public from 8:00 a.m. to 5:00 p.m., Monday through Friday, except for holidays.
2. Full-time USBE employees are expected to work eight hours during regular business hours per work day.
3. USBE employees are expected to work at least two work days a week from the USBE building. USBE employees may work the remaining work days remotely with supervisor approval in accordance with Policy 04-17, Working Remotely.
4. As part of the requirement of paragraph 3, all employees may be expected to work from the USBE building on days designated by the Superintendency.
5. An employee may use sick leave or annual leave on required office work days with supervisor approval.
6. Notwithstanding paragraphs 3 and 4, Employees may situationally be required to work remotely when warranted as a result of inclement weather, employee sickness, poor air quality, or emergency. If an employee is directed to work remotely on a scheduled office work day, the employee is not required to work in the office later in the week to make up for the missed office day.

7. Time spent working in the field (for example, monitoring or presenting) is not considered working remotely, but may count toward an employee's requirements to work from the office.
8.
  - a. Employees may choose to take a lunch break or not. A lunch break is uncompensated. An employee may not shorten the work day by skipping lunch.
  - b. A supervisor may require an employee to take a 30-minute uncompensated lunch period.
9. An employee may take a 15-minute compensated break for every four hours worked. An employee may not accumulate break periods to accommodate a shorter work day or longer lunch period.
10. A supervisor shall document and maintain all approved overtime hours, and verify that there are sufficient funds in the budget to compensate for overtime.
11. For purposes of accruing comp time, all exempt employees are automatically coded as "999" and are not compensated for the 81<sup>st</sup> hour in a pay period.

#### **IV. Alternative Work Schedules**

1. Upon approval by an employee's Deputy Superintendent or designee, a USBE employee may work an alternative work schedule outside of the normal schedule of 8:00 a.m. – 5:00 p.m., Monday through Friday, within the parameters set in this policy.
2. An AWS may include hours outside of the normal operating office hours, subject to the following:
  - a. An employee's work day may not begin before 7:00 a.m.;
  - b. An employee's work day may not end before 3:30 p.m.; and
  - c. An employee's work day may not end after 6:00 p.m.
3. A supervisor should coordinate employees' work schedules, ensuring that the area is adequately covered during normal operating hours, and also ensure that flexibility in work shifts and locations does not diminish the quantity and quality of work.
4. An employee may not receive an AWS, unless the employee:
  - a. has a satisfactory attendance record;
  - b. meets performance goals and expectations; and
  - c. consistently demonstrates the ability to complete tasks and assignments timely.
5. In considering an AWS, a Deputy Superintendent or designee should consider whether:
  - a. an employee can maintain or increase personal productivity;
  - b. the nature of the employee's work and responsibilities is conducive to an AWS without causing significant disruption to performance or service delivery;
  - c. the implementation of an AWS can be accomplished with no additional cost to USBE;
  - d. the AWS should be customized based on the needs of USBE, customers, or the employee;

- e. the needs and schedules of co-workers can be balanced with the needs of the requesting employee;
  - f. approval or denial of the employee's request is consistent with USBE's response to requests from other employees.
- 6. Human Resources shall review and make a recommendation to the Superintendency on requests for an AWS based on ADA accommodations or other health-related reasons.
- 7. Each AWS should be implemented on a trial basis, with periodic evaluations at the supervisor's discretion.
- 8. An employee is not entitled to an AWS. An AWS is not a universal employee benefit.

**V. History**

This policy was originally adopted April 20, 2010 (replacing the policy on Working Conditions) and revised February 7, 2018. This policy incorporates what was previously Policy 04-16, Alternative Work Schedules.