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TO: All Agency Directors, Boards and Commissions

FROM: David Raber, Interim Director

DATE: June 25, 2010

SUBJECT: 9/80 Work Schedule/Alternate Work Weeks

As you may know, ADOA is in its final planning stages of a major efficiency initiative involving automating employee time records. A small number of state agencies have been working with us and will begin piloting electronic time sheets in August. This planning process required us to more closely examine the use of 9/80 schedules and alternate work weeks The 9/80 schedule allows employees to have one pre-determined day off every other week while still working 80 hours in a pay period.

While the 9/80 schedule/alternate work week provides flexibility to employees, it has some significant management challenges Examples include reporting time records in HRIS, managing schedule changes, adjusting schedules during holiday weeks, ensuring FLSA overtime is managed correctly, managing held-over or forecast hours, and adjusting the 9/80 schedule during furlough weeks. In addition, the State's new automated employee time entry system will not accommodate 9/80 schedule/alternate work weeks

Based on this information, a determination was made to eliminate the 9/80 schedule/alternate work weeks effective July 10, 2010. If you have not done so already, please discontinue using the 9/80 schedule on or before July 10. I understand that a number of agencies, anticipating this decision, have already made plans and notified employees of their decision to do away with the 9/80 schedule/alternate work weeks This decision will not impact the use of other flexible schedule alternatives that function within the standard State work week, which ends at midnight each Friday. If you have questions regarding flexible schedules that will remain as options, please contact your assigned agency human resources manager or the ADOA Human Resources Division. The ADOA General Accounting Office will issue further guidance regarding transitioning from alternate work weeks back to the standard State work week.

C: Kathy Peckardt, Human Resources Director
D. Clark Patridge, State Comptroller, GAO
Agency Human Resources Managers
Agency Payroll Managers