

ARIZONA BOARD OF EXECUTIVE CLEMENCY

BOARD POLICY #206

Policy Title: BOARD STAFF AND MEMBER WORK SCHEDULE	Effective Date: September 1, 2024	Policy #206
	Supersedes: July 06, 2017	

PURPOSE:

The purpose of this policy is to establish set office hours and procedures to ensure the continued operations and service to the public during business hours.

AUTHORITY:

A.R.S. §1-301 Holidays

A.R.S. §31-402 Duties of Board and duties of Governor, powers and duties of Executive Director

AG OPINION #188-032 – (*summarized*) Legislature required Board members to serve on a full-time basis contemplating that the duties would consume 40 or more hours a week. The Attorney General Opinion is supported by State and Federal law which also defines a full-time employee as one who works forty (40) or more hours per week.

PROCEDURE:

206.01 : Board Schedule and Meetings

- 1.1 The official business hours of the Board shall be from 8:00 a.m. to 5:00 p.m., Monday through Friday, except state holidays.
- 1.2 Board hearings may be conducted from 8:30 a.m. to 5:00 p.m., Monday through Thursday unless otherwise noted on the posted agenda.
- 1.3 Board members daily work schedule is from 7:30 a.m. to 6:30 p.m. with a one hour lunch break Monday through Thursday.
 - 1.3.1 Board Members may work from home at the discretion of the Board Chair and based on the needs of the office.
- 1.4 Board members shall be required to attend all board hearings and meetings as scheduled

and special meetings as called when present in the office.

1.5 Administrative staff work schedules are set by the Executive Director to ensure full coverage of the office during business hours. An employee's schedule is based on the operational needs of the Board office. Any permanent or temporary changes to an employee's schedule shall be approved by and at the discretion of the Executive Director.

1.6 Staff must comply with their established work schedule. NON EXEMPT employees may only work 40 hours per week and must take a daily lunch break. All administrative staff are expected to be at the work site at the beginning of their schedule and depart at the end time unless otherwise arranged with the Executive Director.

1.6.1 Staff lunch breaks must be taken in accordance with AZ Department of Administration (ADOA) Employee Policies and guidelines.

1.6.2 If a staff member expects to arrive at least 10 minutes or more past their scheduled start time, the Executive Director shall be notified and provided with the estimated arrival time.

206.02 : Absences

2.1 Planned leave for Board Members shall be requested through the Board Chair at least 10 calendar days in advance (approval for annual leave is contingent on the availability of accrued annual leave at the time leave is taken).

2.1.1 Annual leave and/or sick leave for Board members is coordinated with the Board Chair. The process for Board members to make a request for annual leave shall be determined by the Board Chair.

2.1.2 Emergencies or extraordinary circumstances requiring a Board member's absence from hearings or scheduled meetings shall be brought to the attention of the Board Chair as soon as possible.

2.1.3 Sick leave that extends 3 days or more automatically falls under the Family Medical Leave Act (FMLA). Board Members are required to coordinate FMLA leave using the current process determined by ADOA policy.

2.2 Planned annual leave for staff members shall be requested at least 10 calendar days in advance of the absence. The process to make a request for annual leave shall be determined by the Executive Director (approval for annual leave is contingent on the availability of accrued annual leave at the time leave is taken).

2.3 Staff members who have unscheduled leave due to personal or family illness, shall contact the Executive Director, or designee, as soon as possible or at a minimum at least one hour prior to the start of the staff person's shift.

2.3.1 If the Executive Director is absent that day, then contact will be made with the Board Chair. Sick leave that extends 3 days or more automatically falls under the Family Medical Leave Act (FMLA). Staff are required to coordinate FMLA leave using the current process determined by ADOA policy.

206.03 : Record Keeping

3.1 Employees shall record all hours worked and any leave time taken using the automated approved ADOA timekeeping system.

3.1.1 Weekly time recordings should be completed and submitted no later than 11:00 a.m. on the Wednesday morning of the ending payroll week.

IMPLEMENTATION:

This policy was adopted by the Arizona Board of Executive Clemency in accordance with law.