

ARIZONA BOARD OF EXECUTIVE CLEMENCY

BOARD POLICY #206

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

PURPOSE:

The purpose of this policy is to establish set office hours, lunch periods, and procedures to ensure the continued operations and assistance to the public during normal 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 legal holidays.
- 1.2 Board hearings may be conducted from 8:30 a.m. to 5:00 p.m., Monday through Thursday unless posted differently on the calendar.
- 1.3 Board members daily work schedule is from 7:30 a.m. to 6:30 with a one hour lunch break.
 - 1.3.1 Members are encouraged to remain in the office preparing for the next day's hearings at the conclusion of the current day's hearings. Members may work from

home after 4:00 p.m. for the remainder of the approved ten-hour work day if the day's hearings have been concluded.

1.4 Board members shall be required to attend all board hearings and meetings as documented on the calendar and special meetings as called when present in the office. Members with a planned absence from hearings shall advise the Chairman and other members at least 48 hours in advance to ensure quorum.

1.5 The Board's staff are NON-EXEMPT and the members and Executive Director are EXEMPT classified.

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

1.6.1 The Executive Director may alter an employee's duty hours (daily arrival/departure times) to accommodate specific job duties.

1.7 Staff must comply with their established work schedule. NON EXEMPT employees may only work 40 hours per week and must take a daily one hour lunch. 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.

1.7.1 Staff must take a lunch and may not work at their desk during this time. Lunch schedules will begin at 11:00 and be completed by 1:00 p.m. On fully staffed days, two people may take lunch at the same time. Lunch hour schedules are coordinated between staff. Available times are: 11:00 a.m. to 12:00 p.m., 11:30 a.m. to 12:30 p.m., or 12:00 p.m. to 1:00 p.m.

1.7.2 If a staff person is arriving at least 10 minutes or more past their start time, the Executive Director shall be notified of the situation and the estimated arrival to the office.

1.7.2.1 If the late arrival is under 30 minutes, then the Executive Director may coordinate the compensation with the staff person for that day.

206.02: Absences

2.1 Annual leave for staff shall be requested at least 48 hours in advance of the absence. A "Request for Leave" slip is completed and submitted to the Executive Director.

2.1.1 Annual leave and/or sick leave for Board members is coordinated with the Board Chairman.

2.2 For unscheduled staff sick leave due to personal or family illness, the Executive Director shall be contacted at least an hour before the start of the staff person's work schedule.

2.1.1 If the Executive Director is absent that day, then contact will be made with the Chairman of the Board. Sick leave that extends 3 days or more, automatically falls under the Family Medical Leave Act (FMLA) and will require a Doctor's approval for return.

206.03: Record Keeping

3.1 All staff and members of the Board work a 40 hours per week schedule. Employees shall record on a biweekly basis all hours worked and any leave time taken in the automated Employee Time Entry located in the Arizona Department of Administration's YES 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.