

Office of Human Resources  
***1002 Official Hours and Work Schedules***

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Official Hours and Work Schedules

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Leaders and employees have a shared responsibility to ensure that the mission of the Department of Human Services (DHS) is accomplished. In order to accomplish this responsibility, managers have the authority to establish and modify work hours and work schedules at any time.

## Section A: General Provisions

1. The official work hours of DHS are Monday through Friday from 8:00 a.m. to 5:00 p.m.
2. During this time, all offices should be open for business, unless administratively and/or programmatically unfeasible.
3. All organizational units are to be adequately staffed to transact business during these hours to provide services.

## Section B: Work Schedules

1. Employee work hours must be scheduled based on the needs of the organization. Managers may allow employees to work desired hours, provided that it is not detrimental to departmental operations or the workload of other employees.
2. Work schedules may vary depending upon the type of duties performed and work location.

## Section C: Alternative Work Schedules

1. Managers may establish alternative work schedules for employees.
  - a. Employees are to use their work time productively regardless of schedule variations.
  - b. Employees designated as non-exempt under the Fair Labor Standards Act (FLSA) working alternative work schedules must be adequately supervised.
  - c. Written records of work time for FLSA non-exempt employees must be maintained.
2. The following alternative work schedules may be considered:
  - a. **Staggered Reporting Time** - Employees within an organizational unit may be scheduled to report for work at specified intervals (e.g. 8:00 a.m., 8:30 a.m., etc.).

(Example: Employee A reports to work Monday through Friday from 8:00 a.m. to 4:30 p.m., with a 30-minute lunch. Employee B reports to work Monday through Friday from 8:30 a.m. to 5:00 p.m., with a 30-minute lunch.)

- b. **Flex Time** - Employees may be permitted to report for work at varying times but must be scheduled for duty during the core hours established by the DHS organizational unit. The unit should establish and advise employees of the core hours as well as the earliest and latest times permissible for employees to report for work.

(Example: The core hours of the DHS organizational unit are 8:00 a.m. to 3:00 p.m. Employee A reports at 8:20 a.m.; observes a 30-minute meal period; leaves at 4:50 p.m. - 8 hours worked.)

- c. **Alternate Work Schedule (AWS)** - This plan covers a semi-monthly period. Employees may be permitted to work eight 9-hour days and one 4-hour day with one weekday off every other week. Employees utilizing this schedule must report to their designated office.
- d. **Compressed Work Week (CWS)** - Employees work four 10-hour days. Employees utilizing this schedule must report to their designated office.

(Example: Tuesday through Friday – Employee A reports to work Monday through Friday from 7:00 a.m. to 6:00 p.m., with an hour lunch. Monday is an off day for the employee.)

#### NOTE

State holidays are for eight (8) hours. Employees who work nine (9) hour day or ten (10) hour day schedules, therefore, must request leave, leave without pay or work an adjusted schedule to make up the difference in time for the eight (8) hour holiday.

- e. Participation in an alternative work schedule is a privilege, not a right, and may be changed, if situations such as the following occur: work is not being completed; emergencies occur, attendance problems, etc. Employees are not permitted to combine work schedules.
- f. When possible and if appropriate, managers should give employees advance notice prior to changing work schedules.

## Section D: Telework

1. Telework is an authorized work arrangement in which some or all work is performed at an approved location other than the employee's primary (usual and customary) workplace. The alternate workplace may include the employee's home or field location.
2. Employees who telework are expected to work required hours and fulfill all responsibilities. For detailed information, please refer to DHS Policy #111: Telework.

For additional information or assistance, please contact your designated Human Resources Representative.