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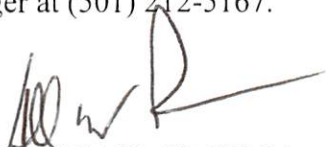
NGAR-DOM

January 26, 2021

MEMORANDUM FOR ARKANSAS MILITARY DEPARTMENT (DOM) CIVILLIAN STATE EMPLOYEES

SUBJECT: Department of Military (DOM) Policy#55-2021, Compressed Work Schedule Policy

1. The Directorate of State Resources, Human Resources, is responsible for creation, updating, revision and dissemination of state policies and procedures. These policies and procedures assist the agency in maintaining a competent workforce.
2. The purpose of this policy is to provide guidance for state employees, supervisors, and non-state supervisors in the administration of this policy. DOM recognizes that an alternative work schedule is implemented through many workforces, and a benefit to employees to have a weekday to be off from work to take care of needs that are outside the normal Monday-Friday work schedule.
3. Point of contact for this memorandum is Scott Stanger at (501) 212-5167.



KENDALL W. PENN
MAJOR GENERAL
The Adjutant General

Encl:
Compressed Work Schedule Policy 55-2021

SUBJECT: Department of Military (DOM) Policy#55-2021, Compressed Work Schedule Policy

1. This policy applies to all DOM staff members. The Youth Challenge Program (Operations Unit cadre staff) and Department of Public Safety staff members are not eligible to participate.
2. All employees shall complete the Work Schedule Election Form (WSEF) and submit it to their supervisor for approval. This form can be found on the DOM Website. After the supervisors have completed the WSEF form, the employee shall submit the form to the Human Resource Analyst for processing. Employees interested in the compressed work schedule (cws) will need to have prior approval from their supervisor before working the compressed work schedule. Please note that if a **Holiday is on a CWS Friday**, the Holiday will be banked so that the employee can use the time on another day, the employee must submit leave through EASE when they want to use the Holiday.
3. Procedures:
The WSEF offers employees two work schedules:
 - A. Basic Work Schedule (five 8-hours day, Monday – Friday).
 - B. Compressed Work Schedule (Employee will work (4) Four – (9) Nine hour days, totaling 36 hours and (4) Four 9 hour days and (1) One 8 hour day which would fall on a (Friday) and the employee would be scheduled off every other Friday) totaling 44 hours.

Work Formula: 4/9s and 4/9s +8=80 hours

Example:

Week One

Monday	7-4:30 p.m. (9hrs)
Tuesday	7-4:30 p.m. (9hrs)
Wednesday	7-4:30 p.m. (9hrs)
Thursday	7-4:30 p.m. (9hrs)
Friday	Off (Compressed Work- Day) Total 36 hours

Week Two

Monday	7-4:30 p.m. (9hrs)
Tuesday	7-4:30 p.m. (9hrs)
Wednesday	7-4:30 p.m. (9hrs)
Thursday	7-4:30 p.m. (9hrs)
Friday	7-3:30 p.m. (8hrs) Total 44 hours

Total hours Pay Period (36+44) =80 hours

Please note if your off day falls on a **Holiday, that time is banked, and can be used anytime, with your managers approval, currently this time does carryover into the next year.

WORK SCHEDULE ELECTION FORM

I wish to elect the following work schedule. I understand this schedule must be approved by my first and higher-level supervisors. If approved, I understand it will continue throughout the entire test period, except for extenuating circumstances.

___ Basic Work Schedule (five 8-hour days, Monday through Friday)

My work hours will be: _____

___ Compressed Work Schedule (CWF) (5-4/9 schedule)

I understand my day off and my 8-hour day will be on a Friday.

I request the "A"/ "B" Schedule (circle one)

Employee Name

Date

Employee Signature

Supervisor Approval:

First Level

(Approve/Denied)
(circle one)

Supervisor Name: _____

Supervisor Signature: _____

Higher-Level

(Approve/Denied)
(circle one)

Supervisor Name: _____

Supervisor Signature: _____

Remarks: _____
