

SCR

3

COMMITTEE REPORT
SENATE

FURTHER: Finance

1/25/79

Date: 1/21/79

Mr. President:

The Committee on STATE AFFAIRS has had SCR 3
utilization of "flex time" for state employees

under consideration and (a majority of the committee) (the committee)
reports it back with the following recommendations:

- do pass do not pass
- do pass with attached amendments(s)
- replace with CS for _____ same title
 new title
- and recommends _____
- AND attaches a "Letter of Intent" New Fiscal Note
- reports it back without recommendation
- referred to the _____ Committee

MEMBERS SIGNING
DO PASS

MEMBERS HAVING
OTHER RECOMMENDATIONS:

Mike K...

Bud Bralley

Tim Kell

[Signature]

Tim Kell

CHAIRMAN

SCR 3

Relating to utilization of "flex time"
for state employees

Ray

SUMMARY

The resolution originated from public hearings held by the Blue Ribbon Commission. The commission was created November 1978 to review the personnel act and labor relations.

The resolution, if adopted, would urge the Governor to pursue a policy of granting state employees the option of flexible working hours.

STATE OF ALASKA
THE LEGISLATURE

POUCH: Y - STATE CAPITOL
JUNEAU, ALASKA 99811
907-465-3800

LEGISLATIVE AFFAIRS AGENCY

MEMORANDUM

December 15, 1978

SUBJECT: "Flex Time" for State Employees (W.O. #5892)

TO: The Honorable Bill Ray

FROM: O. Alexander Hoke
Policy Analyst

O. Alexander Hoke

"Flex time," an idiom only recently emergent in common usage, is an umbrella expression for the innumerable variations of the scheduled work day and/or work week devised to tailor the hours of work to the nature and requirements of the job. The ultimate goal of "flex time" is maximizing the efficiency of the work force in the pursuit of their daily job functions. The objective of some "flex time" arrangements, however, may be to establish a more convenient work schedule for interested employees.

Rule 7 of the State of Alaska Personnel Rules (see attachment) defines the normal work week as "five consecutive days, Monday through Friday," and the normal work day as "seven and one-half (7 1/2) hours, beginning at 8:00 a.m. and ending at 4:30 p.m." Any departure from the normal work day or the normal work week is considered an application of "flex time."

"Flex time" might be the answer, for example, to the situation in which one group of state employees must perform certain tasks before another group can begin to work effectively at their own tasks. In this case, "flex time" could mean starting the first group's work day an hour early. A second example is the practice of working a four-day work week with a 9.4 hour work day (equals 37.6 hours/week) in order to more efficiently execute a daily routine which requires greater than 7.5 hours to accomplish. Other purposes for departing from the normal five day week, 8:00 a.m. to 4:30 p.m. each day, include: (1) making a more effective use of costly or marginally accessible equipment; (2) enhancing employee morale on jobs involving long hours of monotonous or mentally taxing effort; (3) alleviating periods of congestion of employee transit or use of facilities; and (4) improving communication links to clients or sister agencies residing in another time zone.

Uses of "flex time" as described above are currently in effect for many state employees. The Department of Administration's Division of Personnel and Labor Relations director, Patrick Hunt, estimates that perhaps as many as 20 or 30 percent of state employees are affected by a "flex time" arrangement during some portion of the calendar year. All of these arrangements have been made through the collective bargaining process. Mr. Hunt states that he is presently unaware of any additional group of state employees who have expressed a desire to alter their work schedules. Should any such group of employees emerge, he feels that the Collective Bargaining Act is a sufficient mechanism by which changes in the normal work schedule can be modified.

It appears that the nature of legislation providing "flex time" for state employees could assume one of three approaches: (1) establish a statutory authority in AS 39.25 for the director of personnel to pursue, through the bargaining process, changes in work hours for employees as is currently being done; (2) express, through a legislative resolve, the legislature's intention that the director of personnel attempt to accommodate the wishes of state employees to modify their work hours; or (3) provide, through AS 39.25, the freedom of choice of a work schedule on an individual employee basis.

As I am leaving for a two-week vacation, Mr. Ken Humphreys, senior policy analyst for Legislative Research, will be contacting you early the week of December 18 - 22 to solicit your guidance as to which, if any, of the three options listed above you wish to pursue. In the meantime, if you have any additional questions on this matter, please give us a call.

OAH:jm
Attachment

cc: Ken Humphreys

Rule 7

HOURS OF WORK

7 01.0 Scheduled Hours of Work

Each appointing authority, with the prior approval of the Director, shall establish the scheduled hours of work for employees within his department. Such hours shall not be less than the minimum hours described herein and shall, as far as practicable, be uniform for employees in the same unit assigned to perform the same duties.

7 02.0 Minimum Work Week

37 1/2 hours of actual attendance on duty shall constitute the minimum work week for full-time employees in the classified service and the partially exempt service with due allowance for authorized holidays and leaves of absence with pay.

7 03.0 Normal Work Week

The normal work week shall consist of five consecutive work days, Monday through Friday.

7 04.0 Normal Work Day

The normal work day shall consist of seven and one-half (7 1/2) hours, beginning at 8:00 A.M. and ending at 4:30 p.m. with a one hour period therein constituting a lunch period.

7 05.0 Overtime

7 05.1 All hours of work performed by an employee which fall between any Sunday midnight and the following Sunday midnight, whether scheduled in accordance with Rule 7 01.0 or authorized to meet peak work loads or emergency situations, shall be included in the same work week.

7 05.2 Payment of overtime shall be subject to policies and regulations prescribed by the Commissioner of Administration.

7 05.3 Hours worked in excess of the minimum work week by an employee who is eligible under 7 05.2 shall be considered overtime hours for compensation purposes, provided that overtime shall not be paid in cash unless authorized in writing by the appointing authority.

7 06.0 Other Employment

No employee shall engage in any other employment, either public, private or self employment, during the hours he is scheduled to work for the

*Personnel Rules
Division of Personnel
Department of Administration*

THE LEGISLATURE OF THE STATE OF ALASKA
ELEVENTH LEGISLATURE

FISCAL NOTE

I. REQUEST

Bill/Resolution No. Senate Concurrent Resolution 3
 Title Utilization of "Flex-time"/State Employees
 Requested by Senate State Affairs Date February 5, 1979

II. FISCAL DETAIL

Agency Affected All Agencies
 Program Category Affected All
 BRJ, Program, or Subprogram(s) Affected All
 (Note: If more than one budget component is affected, separate line-item amounts and funding for each component in the analysis section.)

EXPENDITURES (Thousands of Dollars)

	FY 79	FY 80	FY 81	FY 82	FY 83	FY 84
100 PERSONAL SERVICES						
200 TRAVEL						
300 CONTRACTUAL						
400 COMMODITIES						
500 EQUIPMENT						
600 LAND & STRUCTURES						
700 GRANTS, CLAIMS, ETC.						
TOTAL	0	0	0	0	0	0

FUNDING (Thousands of Dollars)

GENERAL FUND	0	0	0	0	0	0
FEDERAL FUNDS						
OTHER (Specify Fund Source)						

POSITIONS

FULL TIME						
PART TIME						
TEMPORARY						

III. ANALYSIS (See Fiscal Note Preparation Instructions, Section III)

This resolution would not add any costs to the operation of State government.