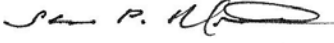


MANAGEMENT DIRECTIVE

Commonwealth of Pennsylvania Governor's Office

Subject: Office Hours	Number: 505.21 Amended
Date: July 19, 2018	By Direction of:  Sharon P. Minnich, Secretary of Administration
Contact Agency: Office of Administration, Office for Human Resources and Management, Office of Employee Relations and Workforce Support, Telephone 717.787.5514	

This directive establishes policy, responsibilities, and procedures for agency office hours and the schedule of standard operating hours. This amendment defines the purpose, outlines the scope and objective of the directive, and includes definitions and procedures. Marginal dots are excluded due to major changes.

1. **PURPOSE.** To establish policy, responsibilities, and procedures for agency office hours and the schedule of standard operating hours.
2. **SCOPE.** This directive applies to all departments, offices, boards, commissions, and councils (hereinafter referred to as "agencies") under the Governor's jurisdiction.
3. **OBJECTIVE.** To ensure that all agencies comply with established office hours for the transaction of public business.
4. **DEFINITION.**
 - a. **Alternate Work Schedule (AWS).** An agency and Office of Administration (OA) approved work schedule that permits employees to work pre-established additional hours (beyond the regular 7.5 or 8.0 hours per day) on certain work days within a pre-established time period (e.g., week, pay period, month) in order to accumulate and receive an equivalent number of additional hours off on a pre-established day or part of a day during that time period.
 - b. **Flex-Time.** An agency and OA approved work schedule wherein employees work five days per week, 7.5 or 8.0 hours per day, but may vary their beginning and ending work times on a daily basis around pre-established core hours.

- c. **Schedule of Office Hours.** The designated work hours approved by the Executive Board, during which agencies are open for the purpose of transacting public business.

5. POLICY.

- a. Pursuant to *Sections 221 and 709(d) of The Administrative Code of 1929*, the Executive Board, in a resolution dated September 26, 1985, established a Schedule of Office Hours for the central administrative offices of executive agencies that is to be followed by the agencies. An agency may, however, change office hours upon submission of a request to change office hours to the Secretary of Administration and approval by the Executive Board.
- b. Agencies are authorized to assign employees to work hours outside the Schedule of Office Hours in order to meet program or operational needs. Agencies are also authorized to approve employee requests to work staggered hours to accommodate transportation, family care, education, or other compelling reasons, provided such assignment does not impair operational efficiency or client service. This authorization does not extend to the establishment of AWS or flex-time arrangements without OA approval as per Chapter 8 of *Management Directive 505.7, Personnel Rules*.
- c. The opening and closing hours of field administrative offices shall be determined by each Agency Head in a manner consistent with its operational needs and in conformance with *Section 221 of The Administrative Code of 1929*.

6. RESPONSIBILITIES.

- a. **Agency Heads** shall:

- (1) Submit requests to the Secretary of Administration to change agency hours shown on the Schedule of Office Hours.
- (2) Authorize employees to work a standard schedule at hours outside the office hours shown on the Schedule of Office Hours.
- (3) Assign employees to work staggered work hours to meet program or operational needs or approve employee requests to work staggered hours to accommodate transportation, family care, education, or other compelling reasons.
- (4) Establish, with OA approval, AWS and flex-time arrangements for operational units that measurably will improve operational efficiency and/or client service. Such scheduling variations outside of an agency's standard operating hours cannot impair the operational efficiency or client service provided by the agency.
- (5) Establish opening and closing hours of field administrative offices.

- b. **Office of Administration** shall review agency requests for approval to change the Schedule of Office Hours, AWS and flex-time schedules.

7. PROCEDURES.

- a.** Agency Head submits requests to the OA for approval of changes to the Schedule of Office Hours and AWS and flex-time changes.
- b.** OA reviews and approves agency requests for changes to the Schedule of Office Hours and secures Executive Board approval of changes to the Schedule of Office Hours.

This directive replaces, in its entirety, *Management Directive 505.21*, dated December 21, 2015.

Enclosure 1 - Schedule of Office Hours

SCHEDULE OF OFFICE HOURS

7:30 a.m. - 4:00 p.m.

Liquor Control Board

7:30 a.m. - 4:30 p.m.

State Civil Service Commission
Public School Employees' Retirement System

7:30 a.m. - 5:00 p.m.

Executive Offices
Revenue

7:45 a.m. - 4:15 p.m.

Pennsylvania Municipal Retirement System

8:00 a.m. - 4:00 p.m.

Agriculture
Pennsylvania Emergency Management Agency
Pennsylvania Fish and Boat Commission
Pennsylvania Game Commission
Milk Marketing Board

8:00 a.m. - 4:30 p.m.

Conservation and Natural Resources Environmental Protection
Insurance
Public Utility Commission
State Employees' Retirement System
Transportation
Treasury

8:00 a.m. - 5:00 p.m.

Corrections
Education
General Services
Health
Labor and Industry
State
Drug and Alcohol Programs

8:15 a.m. - 4:15 p.m.

State Police

SCHEDULE OF OFFICE HOURS (Continued)

8:15 a.m. - 4:30 p.m.

Military and Veterans Affairs

8:30 a.m. - 4:30 p.m.

Environmental Hearing Board

8:30 a.m. - 4:45 p.m.

Probation and Parole Board

8:30 a.m. - 5:00 p.m.

Aging
Attorney General
Auditor General
Banking and Securities
Community and Economic Development
Governor's Office
Historical and Museum Commission
Human Services
Lieutenant Governor's Office