

Work Options

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Purpose

The Work Options Program is to develop and expand the use of variations in work schedules for State employees. This program is intended to increase productivity in State services, benefit employee morale, and expand job opportunities for women, handicapped, senior citizens and other groups in the labor force whose experience is not presently available to the State.

Administration

This program shall be directed by the State Work Options Coordinator, an employee of the Office of State Human Resources. The Coordinator shall assist agencies in identifying positions which may be filled on a job-sharing basis. The State Human Resources Director, through the Work Options Coordinator, shall also make available options in work schedules and with the concurrence of the agency, determine the need for expansion of permanent part-time employment within State government. As necessary to enable such options, this may include adaptation or modification of related policies, such as those concerning leave or overtime, so long as the intent of these policies is correspondingly continued.

Agency Responsibility

Each participating agency shall develop and promulgate necessary administrative rules for Work Options Programs, or expand existing programs as needed, to make available to its employees a variety of work options appropriate to the service schedules of its various work units. This program will be developed in cooperation with and technical assistance from the State Work Options Coordinator. Each participating agency shall designate an agency coordinator. Training sessions for agency personnel to instruct

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them in the use of available work options shall be provided as part of the State Human Resources Commission's Work Options Program.

Reports

Each agency shall submit to the State Human Resources Commission a biennial report on the status of its Work Options Program, including any increase in the use of job-sharing, flexible work schedules, and other approved work options. The State Human Resources Commission shall submit to the General Assembly the required biennial report for all of State government.

Restrictions

In fulfilling the stated purposes of this program, agencies shall take into reasonable account operating and service needs. Specifically, this program shall not be administered in a way that reduces the total number of hours a day a State office normally is open to serve the public.
