

ARIZONA Department of Emergency and Military Affairs POLICY	POLICY LETTER NO. 20.12	
	DATE 22 Apr 24	OPR DEMA-HRO
SUBJECT: Alternative Work Agreement Policy	REGULAR POLICY LETTER DISTRIBUTION (POLICY LETTER 10.01)	

1. Applicability: All Department of Emergency and Military Affairs (DEMA) employees; including State Employees, Arizona National Guard (AZNG) Title 32 (T32) Technicians, Title 5 (T5) National Guard Employees, Active Guard / Reserve (AGR), Full-Time National Guard Duty (FTNGD), and Active Duty Operational Support (ADOS).

2. Purpose: The objective of this policy is to set forth guidance for telework arrangements and alternate work schedules within the Department of Emergency and Military Affairs (DEMA).

3. References:

- a. 32 U.S.C. § 502, Required Drills and Field Exercises
- b. 32 U.S.C. § 709, Technicians: Employment, Use, Status
- c. 5 U.S.C. Ch. 61, Hours of Work
- d. 5 CFR Part 610, Hours of Duty
- e. DoD Civilian Personnel Management Service, Field Advisory Service (FAS), Reference Guide PT-821, DTD: 2018
- f. A.R.S. § 38-401, Office Hours for State Offices
- g. R2-5A-502, Hours of Work
- h. DEMA Pamphlet 20-12a (Federal) and DEMA Pamphlet 20-12b (State)
- i. DODI 1035.01, Telework Policy, DTD: 8 January 2024.
- j. Public Law 111-292 (the Act), “Telework Enhancement Act of 2010,” 5 January 2010.
- k. Chief of the National Guard Bureau Instruction (CNGBI) 1400.25, Vol 630, “National Guard Technician and Civilian Personnel Absence and Leave Program,” 23 April 2021.
- l. ACT 61 and ACT 71 Collective Bargaining Agreements

4. Policy:

4.1. Daily Office Hours and Authorized Work Schedules:

- a. To ensure agency-wide availability and operational support, daily work schedules will occur between the hours of 6:00a.m.-6:00p.m. Regardless of individual employee schedules, each work section must be available for transaction of business from 8:00a.m.-5:00p.m. Units or sections that engage in shift work, where operational requirements demand schedules outside the specified hours, are exempt.
- b. The standard workday is eight (8) hours. (Lunch break is in addition to the standard workday)
- c. The standard work week is comprised of five 8-hour days (5x8). Based on mission requirements, compressed work schedules may be required and/or authorized. Authorized compressed work schedules are:
 - **AGR, FTNG, ADOS, non-bargaining unit member Title 32, Title 5:** 4x10 or 5-4-9. Approval authority for alternate work schedules for AGR, FTNG, ADOS, and non-bargaining unit member Title 32 or Title 5 employees is the first O-6/Chief of Staff/State Grade (SG) 26 supervisor in the employee’s chain of command. (Lunch break is in addition to the standard workday).
 - **Army National Guard Title 32 and Title 5 Bargaining Unit Member Employees:** 5x8, 5-4-9, 4x10, or other schedules determined by mission needs and will be subject to the provisions of article 11 and article 22 of the ACT 61, CBA. Work schedules shall be jointly

agreed upon by the Organization's bargaining unit employees and Directorate/06 with final approval by the Chief of Staff. (Lunch break is in addition to the standard workday).

- **Air National Guard Title 32 and Title 5 Bargaining Unit Member Employees:** 5x8, 5-4-9, 4x10, or other schedules determined by mission needs and subject to the provisions of article 11 and article 22 of the ACT 71, CBA. Approval authorities are ACC, LCC, ANG Wing Commanders, Director of Emergency Management, Director of Administrative Services and Joint Task Force Commander. (Lunch break is in addition to the standard workday).
 - **State Employees:** 4x10 or 9/9/9/4. (Lunch break is in addition to the standard workday) Approval authority for alternate work schedules for state employees is the first O-6/Chief of Staff/SG 26 supervisor in the employee's chain of comm
- d. Regardless of alternative schedules, each work section must be available for the transaction of business from 8:00a.m.-5:00p.m. No work section will be closed in its entirety due to alternative work schedules. Further, every work section shall have full operating capacity regardless of alternative work schedules.
- e. Approval of individual work schedules not referenced above in this policy for all employees is withheld to The Adjutant General.
- f. Approved exceptions must be in writing.

4.2. Telework Guidelines:


- a. Telework: an arrangement where eligible employees perform duties remotely from an approved worksite, during regularly scheduled hours of work. Telework is a privilege, not an entitlement. That privilege may be revoked at the discretion of the applicable telework approval authority. While teleworking, employees must remain at the location identified in the agreement, which will be within a reasonable commuting distance of the workplace to facilitate same-day returns in case of emergencies, mission-related needs, or performance-related matters.
- b. Authorized Telework Schedule: a maximum of one (1) telework day per week is authorized, subject to supervisor approval, employee performance, and mission needs. Employees who telework must be at their respective DEMA workplace a minimum of four (4) days per week; exceptions are holidays and leave. Alternate work schedules (para 4.1 above) must comply with the authorized 4-in office/1-telework schedule. No work section will be vacant in its entirety due to approved telework schedules. Further, every work section shall have full operating capacity regardless of telework schedules.
- c. Telework Agreement: a formal written agreement between the employee, the employee's supervisor, and DEMA outlining the terms and conditions of the telework arrangement. Before commencing scheduled telework, employees must have an approved telework agreement. See DEMA Pamphlets 20-12a (Federal) and 20-12b (State).
- d. Approval authority for telework: the first O-6/Chief of Staff/State Grade (SG)-26 supervisor in the chain of command.
- e. Exception authority is withheld to The Adjutant General, unless delegated in writing. This authority may be delegated to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent.
- f. Situational telework is authorized for service members in an AGR, FTNG, or ADOS status, Title 32 and Title 5 Federal Employees, and state employees on a case-by-case basis as the need arises, so long as a telework agreement is in place for the employee before any situational telework is approved. Situational telework is intended to be temporary in nature. Recurring telework outside of a particular set of circumstances must be approved through a regular telework schedule request.

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5. Administration:

- a. For further guidance refer to DEMA Pamphlet 20-12a (Federal) or DEMA Pamphlet 20-12b (State), or the respective Human Resources Office.
- b. The Union retains the right to negotiate any changes or deviations of this policy, and as always can negotiate new implementation and impact issues.
- c. The point of contact for this policy is LTC Justin Douglas, Command Chief of Staff at 602-267-2890 or justin.c.douglas.mil@army.mil.


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The Adjutant General