

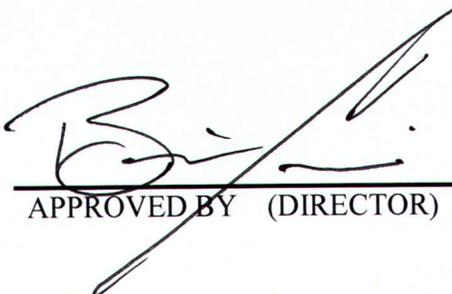
The Administrative Procedure Act requires the publication of substantive policy statement currently in use, including its full text, if practicable. (A.R.S. § 41-1091.01). Substantive policy statements are written expressions which inform the general public of an agency's current approach to rule or regulation practice. This substantive policy statement is advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona administrative procedure act. If you believe that this substantive policy statement does impose additional requirements or penalties on regulated parties you may petition the agency under section 41-1033, Arizona Revised Statutes, for a review of the statement.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

ARIZONA RADIATION REGULATORY AGENCY

[ARRA 4.01]

- 1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Office Hours
- 2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
Effective January 1, 1995
- 3. Summary of the contents of the substantive policy statement:**
Establishes office hours as 8:00 a.m. to 5:00 p.m.
- 4. A statement as to whether the substantive policy is a new statement or a revision:**
This is a current policy statement.
- 5. The agency contact person who can answer questions about this substantive policy statement:**
Name: Kari Watkins, Business Manager
Address: Arizona Radiation Regulatory Agency
4814 South 40th Street
Phoenix, AZ 85040
Telephone: (602) 255-4841


APPROVED BY (DIRECTOR)

11/30/16
DATE

Policy Number: 4.01
Effective Date: January 1, 1995

Subject Title: Office Hours

PURPOSE

The purpose of this policy is to ensure conformance with statutory work period requirements.

POLICY

The Arizona Radiation Regulatory Agency (ARRA) shall be open to the public for business and to provide essential services from 8:00 a.m. to 5:00 p.m., Monday through Friday (except for legally designated State holidays) every week and to provide 24-hour coverage every day in designated areas when necessary.

RESPONSIBILITY

The Director retains authority for approval of variation of work week schedules upon the recommendation of the program managers.

GENERAL

The State Service Work week runs seven consecutive days from each Saturday at 12:00 a.m. to the following Friday at 11:59 p.m.

PROCEDURES

1. A normal work day will be eight hours in addition to an hour or half-hour lunch break. Hours will be set by the supervisors, with final approval by the Director.
 - a. For the period of October 1 through the subsequent April 1 each year, 85 percent of the Agency employees will complete their work days no later than 4:30 p.m.
 - b. A work schedule of four ten-hour days may be approved by the Agency Director in instances where service and productivity would not be adversely affected.
2. Any changes in work hour schedule must be requested in writing to the immediate supervisor who will make a recommendation to the Director. The Director will approve or disapprove the request.
3. Employees will be at their work stations and will be working at the start of their work day; they will work up to the time their work day ends.
4. Lunch hours will be scheduled for periods of one hour or one-half hour at the discretion of the supervisor. These periods will be staggered to ensure office coverage.
5. Each four hours of the work day a supervisor may allow a 15-minute break in order to improve employee efficiency or morale, but this is a privilege, not a right. Smokers may have three, five minute breaks each four hours in lieu of the fifteen minute break.

Breaks may not be "saved" to start work later, leave work earlier, extend lunch periods, or otherwise revise the work period. Break periods, if authorized, will be staggered to ensure office coverage.