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MG Hugo E. Salazar
THE ADJUTANT GENERAL

AZAA-ZA

12 July 2010

MEMORANDUM FOR Full-time Employees, Arizona National Guard

SUBJECT: Flexible Work Schedule

1. This Memorandum serves as official notification for the adoption of a more flexible work schedule for full-time employees of the Arizona National Guard. Changes to the employee schedules will be implemented with the first available full pay period for Federal Technician and AGR Personnel.
2. The following details the official policies of how this work schedule will function.
 - a. Coverage will be five days per week for all offices – there will be no closed day.
 - b. Core work hours are from 0800 – 1430 hrs. Arrival/departure times for individual personnel will be set by the individual's supervisor. Authorized arrival times for work are between 0500-0800 hrs. Authorized departure times are between 1430-1730 hrs.
 - c. Basic work schedule will be a 5 day, 8 hour schedule.
 - d. Consideration will be given to requests 5-4-9; 4 nine hour days per week and 1 eight hour day per pay period with a day off for individual employees to be determined by the supervisor. Additional consideration will include a 4-4-10 schedule pay period.
3. Any additional administrative instructions will be published by the Human Resources Office/Technician Pay Section, or the State Personnel Office.

A handwritten signature in black ink, appearing to read "Hugo E. Salazar".

HUGO E. SALAZAR
Major General, AZ ARNG
The Adjutant General