



Department of Shared Administrative Services

Governor Sarah Huckabee Sanders

Secretary Leslie Fiskens

Memorandum

To: Cabinet Secretaries and Agency Directors
From: Kay Barnhill, State Personnel Administrator
CC: Chiefs of Staff and HR Administrators
Date: August 27, 2025
Subject: New Workplace Policies

During the recent past, our working environment has experienced profound changes. Your departments are to be commended for the professionalism they have displayed while adapting to changing circumstances. As working conditions have evolved, a reevaluation of our office hours, alternative and remote work schedules, and meeting policies is warranted. Attached you will find new statewide personnel policies that will be effective October 1, 2025, addressing the following topics: 1) State Business Hours, 2) Remote Work, 3) Alternative and Flexible Work Schedules, 4) Infant at Work Program, and 5) Meetings Policy.

State office hours will be from 8:00 AM to 5:00 PM. This change will allow state government to provide a better customer service experience.

The new policies for alternative and remote work schedules balance the need for flexibility with our responsibility to provide excellent constituent service. These statewide policies ensure consistency among departments while preserving the state's ability to quickly adapt to changing conditions. The Office of Personnel Management (OPM) will provide a template for your department to designate each position's eligibility for remote work, alternative work, or ineligibility for either.

The Governor is committed to supporting working parents and the vital role they play in state government. As part of that support, the Governor is establishing the Infant at Work Program to provide a flexible and positive work environment for parents and legal caregivers of infants under six months of age.

Meetings should drive collaboration and decision-making. While virtual meetings have a place in an organization of our size, in-person meetings facilitate clearer communication, foster stronger relationships, and boost creativity and focus by minimizing distractions. The attached meetings policy memorializes the preference for in-person meetings while recognizing that virtual meetings will remain a valuable option in certain circumstances.

If you have any questions regarding these policies, please feel free to contact OPM at (501) 682-1753 or call your personnel analyst.