



## Department of Shared Administrative Services Office of Personnel Management

**Policy Title:** State Business Hours

**Policy Number:** 70

**Effective Date:** October 1, 2025

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The purpose of this policy is to ensure consistent and reliable service statewide to the public. All cabinet-level departments shall have state offices open, at a minimum, from 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding state holidays or as otherwise directed by the Governor.

### **Exceptions and Flexibility**

- **Co-located Offices:** If a state agency is located in a county or municipal building, the office hours may match those of the host building.
- **Operational Variations:** Departments with unique operational requirements (24/7 facilities, field operations, seasonal services) may request approval from the Office of Personnel Management (OPM) for alternative business hour arrangements through their department Secretary.

The approved exceptions to the hours of 8:00 to 5:00 will be maintained by OPM and posted on the [OPM website](#). Requests for additions to the list must be submitted to OPM for review and approval.

The Department is responsible for ensuring comprehensive in-office staffing and leadership presence daily.

### **Standard Work Week Requirements**

All full-time employees are expected to work 40 hours per week, excluding unpaid lunch breaks. Employees may work from 8:00 a.m. to 4:30 p.m. with a 30-minute unpaid lunch break, or 8:00 a.m. to 5:00 p.m. with a one-hour unpaid lunch break, provided coverage is maintained for operational and public service needs. Employees may request specific schedules, but it is at the discretion of departmental leadership to assign schedules that meet business demands.

Please refer to [OPM Policy #71 Remote Work Policy](#) and [OPM Policy #72 Alternative and Flexible Work](#).