

Working 4 Utah



Exemption Requests

1 August, 2008

Agencies have been instructed to submit requests for exemptions for approval by the Governor / Chief of Staff. Most of the exemptions presented here are for those buildings and functions that are not already operating on an ‘alternative’ (i.e. 24/7) schedule.

Agency - Exemption	Explanation
DAS - Fleet	Customers of fuel sites are not on 4-10 schedule. DAS wants to schedule one fuel tech for the first 3 months to monitor need for support.
DAS – DFCM Maintenance	Some maintenance customers (Courts, etc) will remain open on Fridays.
DAS – State Mail (Purchasing)	State mail is required by contract to provide services 5-days per week to non-State customers.
DAS –Travel Office (Finance)	Two-thirds of services rendered by Travel are to Higher Ed and non-State entities. (They will likely be located off-site).
DABC - State Liquor Stores, State Licensee Stores	All of these are licensee and retail stores that are required to remain open.
DABC - State Liquor Warehouse	Due to increased demands by State liquor stores that are open six days per week, the warehouse must remain open to keep inventory moving in support to these outlets. We are currently running an evening shift just to keep up with demand. (Administrative offices will be closed).
DPS – Highway Patrol, Dispatch, and BCI	Critical functions that are currently operating 24/7 will continue to do so. All administrative functions will be closed on Fridays.
DCC – Arts & Museums	The Utah Arts Council participates with local partners in a Gallery Stroll held after hours on the 3 rd Friday of every month. Employees will flex during the week to maintain, but not exceed, a 40-hour

	work week. Some buildings that house art collections need to keep temperature consistency.
DCC – State Library	State Library houses special collections (thermoform Braille) and shares their building with Education. Need to keep the building climate controlled.
Corrections	Department-wide implementation will not be possible, but administrative functions will shift to a compressed workweek. (UDC, Fred House Training Academy, Warden’s Admin building, and Adult and Parole offices).
DFI – Examination Staff	Examiners are already working a flexed schedule, and do so in the field. Also, most financial institutions have 9hr workdays and could not accommodate a 10hr day. They also need to be aligned with federal Examiner schedules.
DHRM – Field Offices (2)	DHRM staff that are co-housed with USOE have been asked to provide support during Education’s hours. Similarly the Utah Schools for the Deaf and Blind have asked for traditional coverage.
DHS – Child and Family Services	DHS “allowing phased implementation to allow for an adequate transition period.” The Division of Child and Family Services will be transitioning to the 4 x 10 schedule from August 4-December 4, 2008 and will have on-call caseworkers
Health – Bureau of Microbiology	Clinical sample receiving.
Health – SL Clinic	Clinic runs out of a privately-owned building and shares space with another tenant. The clinic already operates on extended hours.
Health – UPHL (Health Lab)	Newborn blood screening program.
Tax – Processing Center	The Processing Division will be partially staffed on Fridays to make daily deposits.
DWS – Unemployment Ins (asking for DAS assistance)	Unemployment payments are made each business day. Unemployment can adjust its process without remaining open, but the payment is routed through Finance (closed on Fri) before it can be completed.
UDOT – Construction personnel and Materials testing	Contractors, inspectors, resident engineers, etc.

labs	
UDOT – Snow removal operations and heavy truck shops (during winter)	Seasonal need.
UDOT – Traffic Operations Center and Ports of Entry	Public safety need.
Capitol Preservation – Giftshop and public tours	The Capitol is open to the public seven days per week.
DNR – State Park Facilities and Golf Courses	All State Park facilities and Park Ranger services will maintain their current hours.