

Alternative Work Schedules**4.2.11****PURPOSE**

The Alternative Work Schedule (AWS) program allows eligible employees to request a biweekly work schedule other than the standard schedule of forty (40) hours each week. Within the criteria cited herein and subject to approval, employees may elect to work a schedule that meets the specific needs of the employee and/or the needs of the work unit.

AUTHORITIES

Applicable Memoranda of Agreement (MOA) will state which employees are eligible, and may establish additional eligibility requirements. The provisions of the applicable MOA will supersede the general provisions of this policy.

POLICY1. Eligibility

The employee's immediate supervisor and Department Director or designee must recommend approval of AWS applications. All schedules are subject to approval by the Office of Employee Relations. Participation in Reduced Workweek (RWW) schedule may render an employee ineligible for the AWS program. Subject to all applicable provisions in departmental policies, and in the Memoranda of Agreement the following full-time employees are eligible:

- Confidential Employees Organization (CEO)
- Municipal Employees Federation, AFSCME, Local No. 101 (MEF)
- Operating Engineers, Local 3 (OE#3)
- International Brotherhood of Electrical Workers (IBEW)
- Association of Building, Mechanical and Electrical Inspectors (ABMEI)
- Non-exempt (hourly) Management/Professional Employees (AMSP)
- International Association of Fire Fighters, Local 230 (IAFF)

2. Scheduled Work Hours

Employees must select an AWS from the pre-designated schedules listed in Exhibit 1. Given operational needs, certain positions may be exempt from selecting one of the pre-designated schedules including, but not limited to Plant Operations at the Regional Wastewater Facility, Public Safety Dispatchers and Police Property Specialists.

No AWS schedule that results in "built-in overtime" based on the rules or provisions or either the applicable MOA or the Fair Labor Standards Act (FLSA) will be approved. The standard workweek for employees who work forty (40) hours each week begins Sunday at 12:01 AM and ends the following Saturday at 12:00 midnight and is the guideline used to determine when overtime compensation is due to an employee.

In other words, if an employee who is scheduled to work forty (40) hours each week works more than forty (40) hours between Sunday morning and Saturday night in a given week, that employee would be entitled to overtime compensation for each of the hours worked in excess of forty (40).

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Employees on an AWS are scheduled to work more than forty (40) hours in one calendar week of a pay period, and less than forty (40) hours in the other calendar week of the pay period. This necessitates re-designating the employee's workweek for overtime purposes from the standard Sunday morning to Saturday night guideline that is generally used. For employees on an AWS, the beginning and ending day and time of an employee's workweek will be adjusted to create a customized workweek that results in two (2) weeks of forty (40) hours each week per pay period.

The Office of Employee Relations is responsible for reviewing and designating workweeks based on an employee's unique work schedule. If an employee submits a request for an AWS that cannot be accommodated by an adjusted workweek designation, the request will be declined. An example of this would be having two (2) Fridays off in a row, and then working for the next two (2).

Requests for one-time changes or flex-time for employees on an AWS may not be possible without incurring overtime. In order to determine if a request would result in overtime, the number of hours worked during the week based on employee's designated workweek must be determined. Requests that would incur overtime (exceeding forty hours in the designated workweek) generally should not be approved. Changes that do not incur overtime are acceptable for consideration.

3. Effective Dates

Employees may request to **change from a standard schedule to an AWS**, effective at the start of any odd numbered pay period as enumerated on the City's Payroll Calendar.

Employees may request to **change from one AWS to a different AWS** twice per year, effective only at the start of the designated pay periods below, unless the change is due to a shift bid or workgroup rotation:

- Pay Period 8
- Pay Period 20

Based upon the operational needs of a work unit, managers shall have the discretion to limit changing from one AWS to a different AWS to once per year.

4. Approval Process

Alternative Work Schedules must be recommended for approval by the employee's supervisor as well as the Department Director or Designee. All schedules shall be submitted to the Office of Employee Relations for approval at least two (2) pay periods prior to the effective date. Employees shall not change their work schedule until they receive final approval from the Office of Employee Relations. Once approved, the AWS is intended to be the employee's permanent schedule.

5. Suspending and/or Terminating an AWS

Based on the operational needs of the work unit, an AWS may be temporarily suspended effective the last day of any pay period. Additionally, should the needs of the employee or work unit dictate, an AWS may be terminated effective the last day of any pay period. An AWS will terminate upon transfer, promotion or demotion of the employee. To suspend or terminate an approved AWS, *Section 5* of the AWS application should be completed and routed to the Office of Employee Relations at least two (2) pay periods prior to the suspension/termination of the current schedule.

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6. Leave Time While on AWS

Employees taking paid leave (e.g., sick leave, vacation etc.) for a full work day will be considered on such leave for the number of hours scheduled to work that day. For example, if an employee is scheduled to work nine (9) hours on a given day and calls in sick, the employee would code nine (9) hours of sick leave that day.

7. Holidays

For holidays observed on an employee’s scheduled day off under an AWS, the employee is credited with eight (8) hours of compensatory time. If a holiday is observed on an employee’s scheduled workday, they receive holiday pay in the amount of the number of hours they were scheduled to work.

PROCEDURES

Starting or Changing an AWS

RESPONSIBILITY

ACTION

Employee

1. Completes Section 1 of the application form specifying the proposed biweekly schedule (see sample application) and submits it to their supervisor.

Employees should submit their application to their supervisor five to six weeks prior to the requested pay period designated in Section 3 of this policy.

Employees may not begin working the proposed AWS until receiving notification from the Office of Employee Relations that the schedule has been approved.

Supervisor

Within three (3) business days of receipt of an AWS application, reviews proposed schedule and recommends approval or modification based on the needs of the work unit and job duties specific to the employee and forwards the application to the Department Director/Designee.

Department Director/Designee

2. Within three (3) business days of receipt of an AWS application, reviews proposed schedule as well as recommendations of supervisor. Makes recommendation and forwards application to the Office of Employee Relations at least two (2) pay periods prior to proposed pay period in which the AWS will begin.

Office of Employee Relations

3. Reviews application for compliance with FLSA, City policy and applicable MOA. Approves/declines application and routes notification to the employee with distribution to the employee’s supervisor, department

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timekeeper and Payroll.

Department Timekeeper

- 4. Identifies and updates employee’s schedule in PeopleSoft based on the effective pay period and FLSA workweek designation provided by the Office of Employee Relations.

Suspending or Terminating an AWS

RESPONSIBILITY

ACTION

Employee/Supervisor

- 1. Completes Section 5 of the AWS application and forwards it to the Office of Employee Relations at least two (2) pay periods prior to the designated effective date.

Office of Employee Relations

- 2. Documents the suspension/termination and routes notification to the employee with distribution to the employee’s supervisor, department timekeeper and Payroll.

Department Timekeeper

- 3. Identifies and updates employee’s schedule in PeopleSoft based on the effective date provided by the Office of Employee Relations.

Approved:

 /s/ Jennifer Schembri
 Director of Employee Relations

 October 10, 2018
 Date

Approved for posting:

 /s/ Jennifer A. Maguire
 Assistant City Manager

 October 10, 2018
 Date

Exhibit 1
CPM Section 4.2.11

Off Friday

AWS-001	Pay Period Week 1	Sun	Mon	Tue	Wed	Thu	Fri 8 hrs Start Time 6:00AM Lunch 10:00AM or later	Sat
		0	9 hrs	9 hrs	9 hrs	9 hrs	0	0
	Pay Period Week 2	Sun	Mon	Tue	Wed	Thu	Fri 0	Sat
		0	9 hrs	9 hrs	9 hrs	9 hrs	0	0
AWS-002	Pay Period Week 1	Sun	Mon	Tue	Wed	Thu	Fri 8 hrs Start Time 6:30AM Lunch 10:30AM or later	Sat
		0	9 hrs	9 hrs	9 hrs	9 hrs	0	0
	Pay Period Week 2	Sun	Mon	Tue	Wed	Thu	Fri 0	Sat
		0	9 hrs	9 hrs	9 hrs	9 hrs	0	0
AWS-003	Pay Period Week 1	Sun	Mon	Tue	Wed	Thu	Fri 8 hrs Start Time 7:00AM Lunch 11:00AM or later	Sat
		0	9 hrs	9 hrs	9 hrs	9 hrs	0	0
	Pay Period Week 2	Sun	Mon	Tue	Wed	Thu	Fri 0	Sat
		0	9 hrs	9 hrs	9 hrs	9 hrs	0	0
AWS-004	Pay Period Week 1	Sun	Mon	Tue	Wed	Thu	Fri 8 hrs Start Time 7:30AM Lunch 11:30AM or later	Sat
		0	9 hrs	9 hrs	9 hrs	9 hrs	0	0
	Pay Period Week 2	Sun	Mon	Tue	Wed	Thu	Fri 0	Sat
		0	9 hrs	9 hrs	9 hrs	9 hrs	0	0
AWS-005	Pay Period Week 1	Sun	Mon	Tue	Wed	Thu	Fri 8 hrs Start Time 8:00AM Lunch 12:00PM or later	Sat
		0	9 hrs	9 hrs	9 hrs	9 hrs	0	0
	Pay Period Week 2	Sun	Mon	Tue	Wed	Thu	Fri 0	Sat
		0	9 hrs	9 hrs	9 hrs	9 hrs	0	0
AWS-006	Pay Period Week 1	Sun	Mon	Tue	Wed	Thu	Fri 8 hrs Start Time 8:30AM Lunch 12:30PM or later	Sat
		0	9 hrs	9 hrs	9 hrs	9 hrs	0	0
	Pay Period Week 2	Sun	Mon	Tue	Wed	Thu	Fri 0	Sat
		0	9 hrs	9 hrs	9 hrs	9 hrs	0	0
AWS-007	Pay Period Week 1	Sun	Mon	Tue	Wed	Thu	Fri 8 hrs Start Time 9:00AM Lunch 1:00PM or later	Sat
		0	9 hrs	9 hrs	9 hrs	9 hrs	0	0
	Pay Period Week 2	Sun	Mon	Tue	Wed	Thu	Fri 0	Sat
		0	9 hrs	9 hrs	9 hrs	9 hrs	0	0
AWS-008	Pay Period Week 1	Sun	Mon	Tue	Wed	Thu	Fri 8 hrs Start Time 9:30AM Lunch 1:30PM or later	Sat
		0	9 hrs	9 hrs	9 hrs	9 hrs	0	0
	Pay Period Week 2	Sun	Mon	Tue	Wed	Thu	Fri 0	Sat
		0	9 hrs	9 hrs	9 hrs	9 hrs	0	0

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Off Friday

AWS-009	Pay Period Week 1	Sun 0	Mon 9 hrs	Tue 9 hrs	Wed 9 hrs	Thu 9 hrs	Fri 0	Sat 0
	Pay Period Week 2	Sun 0	Mon 9 hrs	Tue 9 hrs	Wed 9 hrs	Thu 9 hrs	Fri 8 hrs Start Time 6:00AM Lunch 10:00AM or later	Sat 0
AWS-010	Pay Period Week 1	Sun 0	Mon 9 hrs	Tue 9 hrs	Wed 9 hrs	Thu 9 hrs	Fri 0	Sat 0
	Pay Period Week 2	Sun 0	Mon 9 hrs	Tue 9 hrs	Wed 9 hrs	Thu 9 hrs	Fri 8 hrs Start Time 6:30AM Lunch 10:30AM or later	Sat 0
AWS-011	Pay Period Week 1	Sun 0	Mon 9 hrs	Tue 9 hrs	Wed 9 hrs	Thu 9 hrs	Fri 0	Sat 0
	Pay Period Week 2	Sun 0	Mon 9 hrs	Tue 9 hrs	Wed 9 hrs	Thu 9 hrs	Fri 8 hrs Start Time 7:00AM Lunch 11:00AM or later	Sat 0
AWS-012	Pay Period Week 1	Sun 0	Mon 9 hrs	Tue 9 hrs	Wed 9 hrs	Thu 9 hrs	Fri 0	Sat 0
	Pay Period Week 2	Sun 0	Mon 9 hrs	Tue 9 hrs	Wed 9 hrs	Thu 9 hrs	Fri 8 hrs Start Time 7:30AM Lunch 11:30AM or later	Sat 0
AWS-013	Pay Period Week 1	Sun 0	Mon 9 hrs	Tue 9 hrs	Wed 9 hrs	Thu 9 hrs	Fri 0	Sat 0
	Pay Period Week 2	Sun 0	Mon 9 hrs	Tue 9 hrs	Wed 9 hrs	Thu 9 hrs	Fri 8 hrs Start Time 8:00AM Lunch 12:00PM or later	Sat 0
AWS-014	Pay Period Week 1	Sun 0	Mon 9 hrs	Tue 9 hrs	Wed 9 hrs	Thu 9 hrs	Fri 0	Sat 0
	Pay Period Week 2	Sun 0	Mon 9 hrs	Tue 9 hrs	Wed 9 hrs	Thu 9 hrs	Fri 8 hrs Start Time 8:30AM Lunch 12:30PM or later	Sat 0
AWS-015	Pay Period Week 1	Sun 0	Mon 9 hrs	Tue 9 hrs	Wed 9 hrs	Thu 9 hrs	Fri 0	Sat 0
	Pay Period Week 2	Sun 0	Mon 9 hrs	Tue 9 hrs	Wed 9 hrs	Thu 9 hrs	Fri 8 hrs Start Time 9:00AM Lunch 1:00PM or later	Sat 0
AWS-016	Pay Period Week 1	Sun 0	Mon 9 hrs	Tue 9 hrs	Wed 9 hrs	Thu 9 hrs	Fri 0	Sat 0
	Pay Period Week 2	Sun 0	Mon 9 hrs	Tue 9 hrs	Wed 9 hrs	Thu 9 hrs	Fri 8 hrs Start Time 9:30AM Lunch 1:30PM or later	Sat 0

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Off Monday

AWS-017	Pay Period Week 1	Sun 0	Mon 8 hrs Start Time 6:00AM Lunch 10:00AM or later	Tue 9 hrs	Wed 9 hrs	Thu 9 hrs	Fri 9 hrs	Sat 0
	Pay Period Week 2	Sun 0	Mon 0	Tue 9 hrs	Wed 9 hrs	Thu 9 hrs	Fri 9 hrs	Sat 0

AWS-018	Pay Period Week 1	Sun 0	Mon 8 hrs Start Time 6:30AM Lunch 10:30AM or later	Tue 9 hrs	Wed 9 hrs	Thu 9 hrs	Fri 9 hrs	Sat 0
	Pay Period Week 2	Sun 0	Mon 0	Tue 9 hrs	Wed 9 hrs	Thu 9 hrs	Fri 9 hrs	Sat 0

AWS-019	Pay Period Week 1	Sun 0	Mon 8 hrs Start Time 7:00AM Lunch 11:00AM or later	Tue 9 hrs	Wed 9 hrs	Thu 9 hrs	Fri 9 hrs	Sat 0
	Pay Period Week 2	Sun 0	Mon 0	Tue 9 hrs	Wed 9 hrs	Thu 9 hrs	Fri 9 hrs	Sat 0

AWS-020	Pay Period Week 1	Sun 0	Mon 8 hrs Start Time 7:30AM Lunch 11:30AM or later	Tue 9 hrs	Wed 9 hrs	Thu 9 hrs	Fri 9 hrs	Sat 0
	Pay Period Week 2	Sun 0	Mon 0	Tue 9 hrs	Wed 9 hrs	Thu 9 hrs	Fri 9 hrs	Sat 0

AWS-021	Pay Period Week 1	Sun 0	Mon 8 hrs Start Time 8:00AM Lunch 12:00PM or later	Tue 9 hrs	Wed 9 hrs	Thu 9 hrs	Fri 9 hrs	Sat 0
	Pay Period Week 2	Sun 0	Mon 0	Tue 9 hrs	Wed 9 hrs	Thu 9 hrs	Fri 9 hrs	Sat 0

AWS-022	Pay Period Week 1	Sun 0	Mon 8 hrs Start Time 8:30AM Lunch 12:30PM or later	Tue 9 hrs	Wed 9 hrs	Thu 9 hrs	Fri 9 hrs	Sat 0
	Pay Period Week 2	Sun 0	Mon 0	Tue 9 hrs	Wed 9 hrs	Thu 9 hrs	Fri 9 hrs	Sat 0

AWS-023	Pay Period Week 1	Sun 0	Mon 8 hrs Start Time 9:00AM Lunch 1:00PM or later	Tue 9 hrs	Wed 9 hrs	Thu 9 hrs	Fri 9 hrs	Sat 0
	Pay Period Week 2	Sun 0	Mon 0	Tue 9 hrs	Wed 9 hrs	Thu 9 hrs	Fri 9 hrs	Sat 0

AWS-024	Pay Period Week 1	Sun 0	Mon 8 hrs Start Time 9:30AM Lunch 1:30PM or later	Tue 9 hrs	Wed 9 hrs	Thu 9 hrs	Fri 9 hrs	Sat 0
	Pay Period Week 2	Sun 0	Mon 0	Tue 9 hrs	Wed 9 hrs	Thu 9 hrs	Fri 9 hrs	Sat 0

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Off Monday

AWS-025	Pay Period Week 1	Sun 0	Mon 0	Tue 9 hrs	Wed 9 hrs	Thu 9 hrs	Fri 9 hrs	Sat 0
	Pay Period Week 2	Sun 0	Mon 8 hrs Start Time 6:00AM Lunch 10:00AM or later	Tue 9 hrs	Wed 9 hrs	Thu 9 hrs	Fri 9 hrs	Sat 0

AWS-026	Pay Period Week 1	Sun 0	Mon 0	Tue 9 hrs	Wed 9 hrs	Thu 9 hrs	Fri 9 hrs	Sat 0
	Pay Period Week 2	Sun 0	Mon 8 hrs Start Time 6:30AM Lunch 10:30AM or later	Tue 9 hrs	Wed 9 hrs	Thu 9 hrs	Fri 9 hrs	Sat 0

AWS-027	Pay Period Week 1	Sun 0	Mon 0	Tue 9 hrs	Wed 9 hrs	Thu 9 hrs	Fri 9 hrs	Sat 0
	Pay Period Week 2	Sun 0	Mon 8 hrs Start Time 7:00AM Lunch 11:00AM or later	Tue 9 hrs	Wed 9 hrs	Thu 9 hrs	Fri 9 hrs	Sat 0

AWS-028	Pay Period Week 1	Sun 0	Mon 0	Tue 9 hrs	Wed 9 hrs	Thu 9 hrs	Fri 9 hrs	Sat 0
	Pay Period Week 2	Sun 0	Mon 8 hrs Start Time 7:30AM Lunch 11:30AM or later	Tue 9 hrs	Wed 9 hrs	Thu 9 hrs	Fri 9 hrs	Sat 0

AWS-029	Pay Period Week 1	Sun 0	Mon 0	Tue 9 hrs	Wed 9 hrs	Thu 9 hrs	Fri 9 hrs	Sat 0
	Pay Period Week 2	Sun 0	Mon 8 hrs Start Time 8:00AM Lunch 12:00PM or later	Tue 9 hrs	Wed 9 hrs	Thu 9 hrs	Fri 9 hrs	Sat 0

AWS-030	Pay Period Week 1	Sun 0	Mon 0	Tue 9 hrs	Wed 9 hrs	Thu 9 hrs	Fri 9 hrs	Sat 0
	Pay Period Week 2	Sun 0	Mon 8 hrs Start Time 8:30AM Lunch 12:30PM or later	Tue 9 hrs	Wed 9 hrs	Thu 9 hrs	Fri 9 hrs	Sat 0

AWS-031	Pay Period Week 1	Sun 0	Mon 0	Tue 9 hrs	Wed 9 hrs	Thu 9 hrs	Fri 9 hrs	Sat 0
	Pay Period Week 2	Sun 0	Mon 8 hrs Start Time 9:00AM Lunch 1:00PM or later	Tue 9 hrs	Wed 9 hrs	Thu 9 hrs	Fri 9 hrs	Sat 0

AWS-032	Pay Period Week 1	Sun 0	Mon 0	Tue 9 hrs	Wed 9 hrs	Thu 9 hrs	Fri 9 hrs	Sat 0
	Pay Period Week 2	Sun 0	Mon 8 hrs Start Time 9:30AM Lunch 1:30PM or later	Tue 9 hrs	Wed 9 hrs	Thu 9 hrs	Fri 9 hrs	Sat 0

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Off Tuesday

AWS-033	Pay Period Week 1	Sun 0	Mon 9 hrs	Tue 8 hrs Start Time 7:00AM Lunch 11:00AM or later	Wed 9 hrs	Thu 9 hrs	Fri 9 hrs	Sat 0
	Pay Period Week 2	Sun 0	Mon 9 hrs	Tue 0	Wed 9 hrs	Thu 9 hrs	Fri 9 hrs	Sat 0
AWS-034	Pay Period Week 1	Sun 0	Mon 9 hrs	Tue 8 hrs Start Time 8:00AM Lunch 12:00PM or later	Wed 9 hrs	Thu 9 hrs	Fri 9 hrs	Sat 0
	Pay Period Week 2	Sun 0	Mon 9 hrs	Tue 0	Wed 9 hrs	Thu 9 hrs	Fri 9 hrs	Sat 0
AWS-035	Pay Period Week 1	Sun 0	Mon 9 hrs	Tue 8 hrs Start Time 9:00AM Lunch 1:00PM or later	Wed 9 hrs	Thu 9 hrs	Fri 9 hrs	Sat 0
	Pay Period Week 2	Sun 0	Mon 9 hrs	Tue 0	Wed 9 hrs	Thu 9 hrs	Fri 9 hrs	Sat 0
AWS-036	Pay Period Week 1	Sun 0	Mon 9 hrs	Tue 0	Wed 9 hrs	Thu 9 hrs	Fri 9 hrs	Sat 0
	Pay Period Week 2	Sun 0	Mon 9 hrs	Tue 8 hrs Start Time 7:00AM Lunch 11:00AM or later	Wed 9 hrs	Thu 9 hrs	Fri 9 hrs	Sat 0
AWS-037	Pay Period Week 1	Sun 0	Mon 9 hrs	Tue 0	Wed 9 hrs	Thu 9 hrs	Fri 9 hrs	Sat 0
	Pay Period Week 2	Sun 0	Mon 9 hrs	Tue 8 hrs Start Time 8:00AM Lunch 12:00PM or later	Wed 9 hrs	Thu 9 hrs	Fri 9 hrs	Sat 0
AWS-038	Pay Period Week 1	Sun 0	Mon 9 hrs	Tue 0	Wed 9 hrs	Thu 9 hrs	Fri 9 hrs	Sat 0
	Pay Period Week 2	Sun 0	Mon 9 hrs	Tue 8 hrs Start Time 9:00AM Lunch 1:00PM or later	Wed 9 hrs	Thu 9 hrs	Fri 9 hrs	Sat 0

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Off Wednesday

AWS-039	Pay Period Week 1	Sun 0	Mon 9 hrs	Tue 9 hrs	Wed 8 hrs Start Time 7:00AM Lunch 11:00AM or later	Thu 9 hrs	Fri 9 hrs	Sat 0
	Pay Period Week 2	Sun 0	Mon 9 hrs	Tue 9 hrs	Wed 0	Thu 9 hrs	Fri 9 hrs	Sat 0
AWS-040	Pay Period Week 1	Sun 0	Mon 9 hrs	Tue 9 hrs	Wed 8 hrs Start Time 8:00AM Lunch 12:00PM or later	Thu 9 hrs	Fri 9 hrs	Sat 0
	Pay Period Week 2	Sun 0	Mon 9 hrs	Tue 9 hrs	Wed 0	Thu 9 hrs	Fri 9 hrs	Sat 0
AWS-041	Pay Period Week 1	Sun 0	Mon 9 hrs	Tue 9 hrs	Wed 8 hrs Start Time 9:00AM Lunch 1:00PM or later	Thu 9 hrs	Fri 9 hrs	Sat 0
	Pay Period Week 2	Sun 0	Mon 9 hrs	Tue 9 hrs	Wed 0	Thu 9 hrs	Fri 9 hrs	Sat 0
AWS-042	Pay Period Week 1	Sun 0	Mon 9 hrs	Tue 9 hrs	Wed 0	Thu 9 hrs	Fri 9 hrs	Sat 0
	Pay Period Week 2	Sun 0	Mon 9 hrs	Tue 9 hrs	Wed 8 hrs Start Time 7:00AM Lunch 11:00AM or later	Thu 9 hrs	Fri 9 hrs	Sat 0
AWS-043	Pay Period Week 1	Sun 0	Mon 9 hrs	Tue 9 hrs	Wed 0	Thu 9 hrs	Fri 9 hrs	Sat 0
	Pay Period Week 2	Sun 0	Mon 9 hrs	Tue 9 hrs	Wed 8 hrs Start Time 8:00AM Lunch 12:00PM or later	Thu 9 hrs	Fri 9 hrs	Sat 0
AWS-044	Pay Period Week 1	Sun 0	Mon 9 hrs	Tue 9 hrs	Wed 0	Thu 9 hrs	Fri 9 hrs	Sat 0
	Pay Period Week 2	Sun 0	Mon 9 hrs	Tue 9 hrs	Wed 8 hrs Start Time 9:00AM Lunch 1:00PM or later	Thu 9 hrs	Fri 9 hrs	Sat 0

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Off Thursday

AWS-045	Pay Period Week 1	Sun 0	Mon 9 hrs	Tue 9 hrs	Wed 9 hrs	Thu 8 hrs Start Time 7:00AM Lunch 11:00AM or later	Fri 9 hrs	Sat 0
	Pay Period Week 2	Sun 0	Mon 9 hrs	Tue 9 hrs	Wed 9 hrs	Thu 0	Fri 9 hrs	Sat 0
AWS-046	Pay Period Week 1	Sun 0	Mon 9 hrs	Tue 9 hrs	Wed 9 hrs	Thu 8 hrs Start Time 8:00AM Lunch 12:00PM or later	Fri 9 hrs	Sat 0
	Pay Period Week 2	Sun 0	Mon 9 hrs	Tue 9 hrs	Wed 9 hrs	Thu 0	Fri 9 hrs	Sat 0
AWS-047	Pay Period Week 1	Sun 0	Mon 9 hrs	Tue 9 hrs	Wed 9 hrs	Thu 8 hrs Start Time 9:00AM Lunch 1:00PM or later	Fri 9 hrs	Sat 0
	Pay Period Week 2	Sun 0	Mon 9 hrs	Tue 9 hrs	Wed 9 hrs	Thu 0	Fri 9 hrs	Sat 0
AWS-048	Pay Period Week 1	Sun 0	Mon 9 hrs	Tue 9 hrs	Wed 9 hrs	Thu 0	Fri 9 hrs	Sat 0
	Pay Period Week 2	Sun 0	Mon 9 hrs	Tue 9 hrs	Wed 9 hrs	Thu 8 hrs Start Time 7:00AM Lunch 11:00AM or later	Fri 9 hrs	Sat 0
AWS-049	Pay Period Week 1	Sun 0	Mon 9 hrs	Tue 9 hrs	Wed 9 hrs	Thu 0	Fri 9 hrs	Sat 0
	Pay Period Week 2	Sun 0	Mon 9 hrs	Tue 9 hrs	Wed 9 hrs	Thu 8 hrs Start Time 8:00AM Lunch 12:00PM or later	Fri 9 hrs	Sat 0
AWS-050	Pay Period Week 1	Sun 0	Mon 9 hrs	Tue 9 hrs	Wed 9 hrs	Thu 0	Fri 9 hrs	Sat 0
	Pay Period Week 2	Sun 0	Mon 9 hrs	Tue 9 hrs	Wed 9 hrs	Thu 8 hrs Start Time 9:00AM Lunch 1:00PM or later	Fri 9 hrs	Sat 0

ALTERNATIVE WORK SCHEDULE APPLICATION

Section 1: Print or type information, sign and route to supervisor.

Name (Last, First, MI) Donald, Jane	Classification Analyst I	
Department/Division PBCE	Location/Telephone Extension 675 N. 1st ST. Rm.300/ ext. 5555	Employee I# 012345

Are you currently on an approved AWS? No Yes

If no, I request the following schedule to begin on (select odd numbered pay period): _____

If yes, I request the following schedule to begin on (check one): Pay Period 8 Pay Period 20

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total
Start Time	Start Time OFF	Start Time 7:30	Start Time 7:30	Start Time 7:30	Start Time 7:30	Start Time OFF	Start Time OFF	
Lunch Period	Lunch	Lunch 11:30-12:30	Lunch 11:30-12:30	Lunch 11:30-12:30	Lunch 11:30-12:30	Lunch	Lunch	
End Time	End Time	End Time 5:30	End Time 5:30	End Time 5:30	End Time 5:30	End Time	End Time	
#Hours	#Hours	#Hours 9	#Hours 9	#Hours 9	#Hours 9	#Hours 0	#Hours	36
Start Time	Start Time OFF	Start Time 7:30	Start Time 7:30	Start Time 7:30	Start Time 7:30	Start Time 7:30	Start Time OFF	
Lunch Period	Lunch	Lunch 11:30-12:30	Lunch 11:30-12:30	Lunch 11:30-12:30	Lunch 11:30-12:30	Lunch 11:30-12:30	Lunch	
End Time	End Time	End Time 5:30	End Time 5:30	End Time 5:30	End Time 5:30	End Time 4:30	End Time	
#Hours	#Hours	#Hours 9	#Hours 9	#Hours 9	#Hours 9	#Hours 8	#Hours	44

I have read and understand the information and conditions printed on the reverse of this application.

Employee Signature: _____ Jane Donald _____ Date: 04-03-18

Section 2: To be completed by Supervisor

Approval is: <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended Comments: _____
Supervisor Name: _____ Signature: _____ Date: _____

Section 3: To be completed by Department Director/Designee

Approval is: <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended Comments: _____
Printed Name: _____ Signature: _____ Date: _____

Section 4: To be completed by the Office of Employee Relations

FLSA Work Week Begins: _____ Effective: _____
Approved: _____ Date: _____

Section 5: Suspension/Termination of AWS Agreement

AWS will terminate effective (last day of pay period): _____
AWS will be suspended effective (last day of pay period): _____ to (first day of pay period): _____

ALTERNATIVE WORK SCHEDULE APPLICATION

Section 1: Print or type information, sign and route to supervisor.

Name (Last, First, MI)	Classification	
Department/Division	Location/Telephone Extension	Employee I#

Are you currently on an approved AWS? No Yes

If no, I request the following schedule to begin on (select odd numbered pay period): _____

If yes, I request the following schedule to begin on (check one): Pay Period 8 Pay Period 20

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total
Start Time	Start Time	Start Time	Start Time	Start Time	Start Time	Start Time	Start Time	
Lunch Period	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	
End Time	End Time	End Time	End Time	End Time	End Time	End Time	End Time	
#Hours	#Hours	#Hours	#Hours	#Hours	#Hours	#Hours	#Hours	
Start Time	Start Time	Start Time	Start Time	Start Time	Start Time	Start Time	Start Time	
Lunch Period	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	
End Time	End Time	End Time	End Time	End Time	End Time	End Time	End Time	
#Hours	#Hours	#Hours	#Hours	#Hours	#Hours	#Hours	#Hours	

I have read and understand the information and conditions printed on the reverse of this application.

Employee Signature: _____ Date: _____

Section 2: To be completed by Supervisor

Approval is: <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended Comments: _____ Supervisor Name: _____ Signature: _____ Date: _____
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Section 3: To be completed by Department Director/Designee

Approval is: <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended Comments: _____ Printed Name: _____ Signature: _____ Date: _____

Section 4: To be completed by the Office of Employee Relations

FLSA Work Week Begins: _____ Effective: _____ Approved: _____ Date: _____
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Section 5: Suspension/Termination of AWS Agreement

AWS will terminate effective (last day of pay period): _____ AWS will be suspended effective (last day of pay period): _____ to (first day of pay period): _____
