

**DEPARTMENT OF TRANSPORTATION
ALTERNATE WORK SCHEDULES
ENGINEERING & SCIENTIFIC (P-4) EMPLOYEES
- Employee Request Form -**

PART I - TO BE COMPLETED BY THE EMPLOYEE

Name: _____ Title: _____
Bureau: _____ Unit/Work Location: _____
Employee #: _____

SIX-MONTH PERIOD: (Select One)

January - June 200__

July - December 200__

35 HOUR WORK WEEK, SCHEDULE OPTIONS (Select Only One of the Three Options)

Band of hours - 7:00am - 5:00pm

CORE hours - 9:00am - 3:00pm

1. **Five (5) Day Schedule Options: Friday to Thursday (7 hours per day)**

(a) 7:00 a.m. - 3:00 p.m., 1 hr lunch

(f) 8:30 a.m. - 4:00 p.m., ½ hr lunch *

(b) 7:30 a.m. - 3:00 p.m., ½ hr lunch

(g) 8:30 a.m. - 4:30 p.m., 1 hr lunch

(c) 7:30 a.m. - 3:30 p.m., 1 hr lunch

(h) 9:00 a.m. - 4:30 p.m., ½ hr lunch

(d) 8:00 a.m. - 3:30 p.m., ½ hr lunch

(i) 9:00 a.m. - 5:00 p.m., 1 hr lunch

(e) 8:00 a.m. - 4:00 p.m., 1 hr lunch

*Standard Work Hours

2. **Four (4) Day Schedule Option: (8 ¾ hours per day with one set day off)**

(a) 7:00 a.m. - 4:15 p.m., ½ hr lunch with the following set day off: _____

(b) 7:30 a.m. - 4:45 p.m., ½ hr lunch with the following set day off: _____

3. **5/4 Schedule Option (5 days in one week/4 days the alternating week): (70 hour pay period)**

Pay day will be the designated 8 hour work day

Eight 7.75 hour days and One 8 hour day with every other _____ off

Requested hours are ___ a.m. to ___ p.m. on 7.75 hour days and ___ a.m. to ___ p.m. on the 8 hour days. Lunch ___ 1/2 hour or ___ 1 hour

Five 7 hour days and Four 8.75 hour days

Requested hours are ___ a.m. to ___ p.m. on 7 hour days and ___ a.m. to ___ p.m. on 8.75 hour days. Lunch ___ 1/2 hour or ___ 1 hour

DISTRIBUTION: Copies of completed form to (1) Employee, (2) Personnel and (3) Retained by Unit Supervisor.

40 HOUR WORK WEEK, SCHEDULE OPTIONS (Select Only One of the Three Options)

Band of Hours – 7:00am – 6:00pm
CORE hours – 9:00am – 3:00pm

1. **Five (5) Day Schedule Options: Friday to Thursday (8 hours per day)**

- | | |
|--|--|
| <input type="checkbox"/> (a) 7:00 a.m. – 3:30 p.m., ½ hr lunch | <input type="checkbox"/> (f) 8:00 a.m. – 5:00 p.m., 1 hr lunch |
| <input type="checkbox"/> (b) 7:00 a.m. – 4:00 p.m., 1 hr lunch | <input type="checkbox"/> (g) 8:30 a.m. – 5:00 p.m., ½ hr lunch |
| <input type="checkbox"/> (c) 7:30 a.m. – 4:00 p.m., ½ hr lunch | <input type="checkbox"/> (h) 8:30 a.m. – 5:30 p.m., 1 hr lunch |
| <input type="checkbox"/> (d) 7:30 a.m. – 4:30 p.m., 1 hr lunch | <input type="checkbox"/> (i) 9:00 a.m. – 5:30 p.m., ½ hr lunch |
| <input type="checkbox"/> (e) 8:00 a.m. – 4:30 p.m., ½ hr lunch * | <input type="checkbox"/> (j) 9:00 a.m. – 6:00 p.m., 1 hr lunch |

* Standard Work Hours

2. **Four (4) Day Schedule Option: 10 hours per day with one set day off**

- (a) 7:00 a.m. – 5:30 p.m., ½ hr lunch with the following set day off: _____
- (b) 7:30 a.m. – 6:00 p.m., ½ hr lunch with the following set day off: _____

3. **5/4 Schedule Option (5 days in one week/4 days the alternating week): (80 hour pay period)**

Eight 9-hour days and One 8-hour day with every other _____ off

Requested hours are ___ a.m. to ___ p.m. on 9-hour days and ___ a.m. to ___ p.m. on the 8-hour days. Lunch ___ 1/2 hour or ___ 1 hour

Five 8-hour days and Four 10-hour days with every other _____ off

Requested hours are ___ a.m. to ___ p.m. on the 8 hour days and ___ a.m. to ___ p.m. on the 10 hour days. Lunch ___ 1/2 hour or ___ 1 hour

Employee's Signature: _____ Date: _____

DISTRIBUTION: Copies of completed form to (1) Employee, (2) Personnel and (3) Retained by Unit Supervisor.

PART II – EMPLOYEE SUITABILITY STATEMENT - TO BE COMPLETED BY THE EMPLOYEE (MUST BE COMPLETED FOR OPTION #2 OR #3)

The employee must illustrate how the request for AWS will benefit the efficiency, effectiveness and/or productivity of their job, unit or Bureau.	
Employee's Name:	Employee's Title:
Employee's Signature:	Date:

PART III – TO BE COMPLETED BY THE SUPERVISOR

<input type="checkbox"/> – Approved	<input type="checkbox"/> - Disapproved w/ Comments	<input type="checkbox"/> - Modified w/ Comments
Supervisor's Name:	Supervisor's Title:	
Supervisor's Signature:	Date:	

PART IV – TO BE COMPLETED BY THE BUREAU HEAD OR DESIGNATED MANAGER (Explanation Required)

<input type="checkbox"/> – Approved	<input type="checkbox"/> - Disapproved w/Comments	<input type="checkbox"/> Modified w/Comments
Manager's Name:	Manager's Title:	
Manager's Signature:	Date:	

**DEPARTMENT OF TRANSPORTATION
ALTERNATE WORK SCHEDULE PROGRAM
ENGINEERING & SCIENTIFIC (P-4) EMPLOYEES**

Under Article 28 of the P-4 collective bargaining agreement, the Department of Transportation is providing an Alternate Work Schedule Program in an effort to provide a flexible work schedule environment that meets the needs of the Department's Engineering, P-4 employees and that will also address the concerns and needs of the Department of Transportation. Adequate staffing levels/coverage are a primary concern to the Department, therefore, not all employees requesting the options incorporated in the AWS Program will be approved. **Employees with construction responsibilities will be limited in their AWS participation.**

The following Alternate Work Schedule program provides a framework that allows employees flexibility while continuing to accomplish the mission of the Department and it is expected that Employees approved to use a flexible work schedule, a four- (4) day, or 5/4-work schedule will substantially reduce or eliminate short duration leave for absences due to medical appointments, child care needs etc...

1. The Department of Transportation's (DOT) AWS Program for P-4 employees commenced on July 8, 2005 and was modified in May 2009, April 2010 and February 2013.

Employees will be allowed to request starting, ending, and lunch period hours different than the standard work hours* subject to supervisor and management approval in consideration of unit/Agency operating needs. In addition, employees will be required to complete the "Employee Suitability Statement" as part of their request. **It is understood that some P-4 employees may not be able to participate in this program or in certain schedules.** In such cases, a manager or management designee shall provide a written denial to the employee detailing the specific operational reasons for the denial on the Employee Request Form. Management reserves the right on a Unit by Unit basis to establish staffing coverage.

2. The standard pay period for full time employees is 70/80 hours. Employees must work 70/80 hours per pay period and are required to be at work during the Core hours. Overtime/compensatory time will be calculated when hours exceed 70/80 hours in a pay period.
3. Subject to item #1 above, employees may request one of the following work schedules. Approval of requested starting and ending times are dependent upon established building hours.

35 HOUR WORK WEEK, SCHEDULE OPTIONS (Select Only One of the Three Options)

Band of hours – 7:00am – 5:00pm

CORE hours – 9:00am – 3:00pm

1. Five (5) Day Schedule Options: Friday to Thursday (7-hours per day)

- | | |
|---------------------------------------|---|
| (a) 7:00 a.m. – 3:00 p.m., 1 hr lunch | (f) 8:30 a.m. – 4:00 p.m., ½ hr lunch * |
| (b) 7:30 a.m. – 3:00 p.m., ½ hr lunch | (g) 8:30 a.m. – 4:30 p.m., 1 hr lunch |
| (c) 7:30 a.m. – 3:30 p.m., 1 hr lunch | (h) 9:00 a.m. – 4:30 p.m., ½ hr lunch |
| (d) 8:00 a.m. – 3:30 p.m., ½ hr lunch | (i) 9:00 a.m. – 5:00 p.m., 1 hr lunch |
| (e) 8:00 a.m. – 4:00 p.m., 1 hr lunch | *Standard Work Hours |

**DEPARTMENT OF TRANSPORTATION
ALTERNATE WORK SCHEDULE PROGRAM
ENGINEERING & SCIENTIFIC (P-4) EMPLOYEES**

2. Four (4) Day Schedule Options: (8 ¾ hours per day with one set day off)

- (a) 7:00 a.m. – 4:15 p.m., ½ hr lunch with a set day off
- (b) 7:30 a.m. – 4:45 p.m., ½ hr lunch with a set day off

5/4 Schedule Option (5 days in one week / 4 days the alternating week): (70 hour pay period)

Pay day will be the designated 8 hour work day

Eight 7.75 hour days

One 8-hour day

One set day off

Lunch 1/2 hour or 1 hour

Five 7-hour days

Four 8.75 hour days

One set day off

Lunch 1/2 hour or 1 hour

40 HOUR WORK WEEK, SCHEDULE OPTIONS (Select Only One of the Three Options)

Band of Hours – 7:00am – 6:00pm

CORE hours – 9:00am – 3:00pm

1. Five (5) Day Schedule Options: Friday to Thursday (8-hours per day)

- (a) 7:00 a.m. – 3:30 p.m., ½ hr lunch
- (b) 7:00 a.m. – 4:00 p.m., 1 hr lunch
- (c) 7:30 a.m. – 4:00 p.m., ½ hr lunch
- (d) 7:30 a.m. – 4:30 p.m., 1 hr lunch
- (e) 8:00 a.m. – 4:30 p.m., ½ hr lunch *
- (f) 8:00 a.m. – 5:00 p.m., 1 hr lunch
- (g) 8:30 a.m. – 5:00 p.m., ½ hr lunch
- (h) 8:30 a.m. – 5:30 p.m., 1 hr lunch
- (i) 9:00 a.m. – 5:30 p.m., ½ hr lunch
- (j) 9:00 a.m. – 6:00 p.m., 1 hr lunch

* Standard Work Hours

2. Four (4) Day Schedule Option: 10 hours per day with one set day off

- (a) 7:00 a.m. – 5:30 p.m., ½ hr lunch with a set day off
- (b) 7:30 a.m. – 6:00 p.m., ½ hr lunch with a set day off

**DEPARTMENT OF TRANSPORTATION
ALTERNATE WORK SCHEDULE PROGRAM
ENGINEERING & SCIENTIFIC (P-4) EMPLOYEES**

5/4 Schedule Option (5 days in one week / 4 days the alternating week): (80 hour pay period)

Eight 9-hour days

One 8-hour day

One set day off

Lunch 1/2 hour or 1 hour

Five 8-hour days

Four 10-hour days

One set day off

Lunch 1/2 hour or 1 hour

NOTE: Employees opting for a 4/4 schedule understand that during any pay week that includes a paid holiday or unpaid furlough day, the employee must revert to an agreed upon seven (7) or eight (8) hour day schedule for that pay week.

NOTE: Employees opting for a 5/4 schedule understand that during any pay period that includes a paid holiday or unpaid furlough day, the employee must revert to an agreed upon seven (7) or eight (8) hour day schedule for that pay period.

4. The selected schedule will remain in effect for the period of time designated and approved; until such time as either party requests a change but shall not be less than six (6) months, coinciding with the beginning of a pay period, at which time a subsequent request for an Alternate Work Schedule must be submitted by the employee. With supervisory approval, adjustments up to one and one-half (1½) hours will be allowed only for medical appointments and/or medical emergencies involving the employee's personal health or the health of a member of the employee's immediate family. However, management may disallow this benefit if it considers an individual employee's use to be excessive. Such adjustments shall be made up the same day, or the workday before or after, provided they are in the same pay period and the hours worked must conform to the established building hours.

No overtime premium shall be incurred as a result of this adjustment. Holidays will be paid on the basis of a seven (7) hour day or eight (8) hour day depending on the employee's weekly hours.

5. Employees who have a legitimate need to change their work schedule during the requested schedule change period will be required to complete the "Employee Request Form" to address the requested change(s). Employees understand that they will not be approved for a change more than once during a six (6) month period.
6. There will be no increase in overtime or compensatory time costs to the State as a result of implementing this alternate work schedule program. An increase in the use of overtime or compensatory time to accomplish the normal workload resulting from approved schedule changes may be deemed sufficient cause for Management to return the affected employees to the standard work schedule.

**DEPARTMENT OF TRANSPORTATION
ALTERNATE WORK SCHEDULE PROGRAM
ENGINEERING & SCIENTIFIC (P-4) EMPLOYEES**

7. Any disputes arising from an employee's denial of a preferred schedule and implementation of alternate work schedules shall be addressed through Agency HR Administrator and P-4 Designee.
8. The unit manager may revoke the alternate work schedule of any employee found to be abusing such schedule with 10 workdays' written notice. The written notice shall include the reasons for the revocation. The employee may appeal such a decision in writing to the Agency HR Administrator and P-4 Designee who shall review and decide the appeal of the schedule change within 30 days of the receipt of the appeal. The Agency/unit manager may also revoke the alternate work schedule of any employee(s) due to Agency/unit operational need with a 10 workday written notice.
9. If an employee has an approved AWS schedule and is promoted or transferred to another operational unit, the AWS schedule will be reviewed and revised or denied based on the operational needs of the new unit.
10. Seniority, as defined in the P-4 contract, shall apply in selection of schedules, subject to Agency operating needs. Seniority shall only be used when multiple requesters in a unit request the same schedules and all cannot be accommodated. Seniority preferences shall be exercised only when there is a concurrent conflict at the time of the request. Special consideration shall be given to employees in recognized vanpools or carpools.
11. Selection of any one of these schedules will not be the basis for a claim of premium pay.
12. An employee is expected to make adjustments and/or modifications to his or her schedule to meet Agency operating needs including but not limited to attendance at meetings, grievance hearings, and training as required. Employees shall note their scheduled day off as "Tentative" in Outlook or the Unit scheduling system. Management reserves the right to schedule employees to work certain hours should Agency operating needs dictate.
13. Employees who are scheduled to work prior to 8:30 a.m. and/or after 4:30 p.m. are expected to be available to provide the full range of responsibilities and/or services to clients/co-workers and the public including the answering of telephones and providing information as requested. Employees may be requested to sign in and out based on schedules that begin and/or end outside the Core hours.
14. All leave accruals and maximum accrual limitations will remain unchanged. Leave time, including vacation, personal leave, and sick leave will be taken on an hour for hour basis, e.g., nine hours will be charged for a full day of leave taken on a nine hour day.
15. Eligibility for LWGOV or LWWTR will be determined by the individual's typical or preapproved schedule for the day.
16. All previous AWS work schedule agreements are terminated and replaced with this Alternate Work Schedule Agreement.
17. **The Alternate Work Schedule options of a Four (4) Day Schedule or a 5/4 Schedule cannot be combined with the Voluntary Leave Reduction Program.**
18. The business needs of the Department are of primary importance and some requests may not be accommodated. Employees who do not adhere to their requested work schedule will revert to a standard work week. The Department and the Union shall periodically review the AWS Program to assess adjustments, modifications and/or continuation of the program.