

**EASTERN ADMINISTRATIVE SUPPORT CENTER  
ALTERNATIVE WORK SCHEDULE (AWS) PLAN  
October 1, 1999 (revised 11/7/03)**

EASC employees may participate in the Alternative Work Schedule (AWS) Program. AWS offers employees maximum flexibility to balance work and family responsibilities and will allow EASC to be more accommodative to the diverse needs of its employees. At the same time, it enables managers and supervisors to meet their program goals and continue providing top quality service to our customers.

Participation in this Alternative Work Schedule (AWS) Plan is voluntary. The alternate schedule options apply to all full-time and part-time employees at EASC. Employees on intermittent, shift, or 1<sup>st</sup> 40 schedules may not use AWS provisions in arranging their work schedules. Division Chiefs may develop division-specific choices concerning any option or combination of options in the plan, based upon the needs of their division.

SCHEDULING OPTIONS:

EASC employees have the choice of two work schedule options:

- o Maxi-flex (AWS) schedule - A basic 80 hour pay period is worked between the hours of 6:00 a.m. and 11:00 p.m., Monday through Friday; or
- o Traditional fixed work schedule - Eight hours per day, five days per week, which begin and end at the same time each day (7:30 a.m. - 4:00 p.m.).

Division Chiefs may approve schedules other than the two work schedule options listed above when circumstances warrant and in consideration of special customer needs. Special schedules will be documented in writing and retained by the employee's supervisor.

MAXI-FLEX SCHEDULE

1. Employees working a maxi-flex schedule must complete their basic 80 hours of work per pay period by working any hours between 6:00 a.m and 11:00 p.m., Monday through Friday.
2. Lunch: The lunch period is at least ½ hour. Employees can take lunch between 11:30 a.m. and 1:30 p.m. Lunch must be taken when more than five hours work is performed in a day.
3. Credit Hours: Credit hours are available and may be worked with supervisor approval. Hours worked beyond 80 hours within the basic pay period will be recorded as credit hours earned.
  - o Credit hours may be earned and used in 15 minute increments.
  - o A full-time employee may carry a maximum balance of 24 credit hours into each pay period. A part-time employee may carry only 1/4 of the employee's biweekly work requirement into the next pay period (e.g., a part-time employee working 20 hours a week can carry 10

hours into the next pay period.)

- o Employees cannot earn credit hours on a workday where leave has been taken.
- o Credit hours are work performed voluntarily, with supervisor approval, by employees in excess of their biweekly work requirement.
  - Typically, credit hours may not be earned for travel because travel is always ordered by management. Under certain conditions, employees may earn credit hours by performing productive and essential work while in a travel status. Since travel itself does not generally constitute hours of work, the work that is done must be approved and verified by a supervisor.
  - Credit hours cannot be earned for training or homework that is required by the agency. If training is required, it does not constitute hours that an employee elects to work.

4. Core Hours and Day: EASC's Core day and hours for employees on Maxi-flex is every Wednesday from 9 a.m. to 11 a.m. Division Chiefs, at their discretion, may establish additional core days and hours in order to meet their goals. Absences during core hours require approval of leave or credit hours as documented on an SF-71.

5. Flexible Hours and Days: Flexible hours for employees on maxi-flex are from 6:00 a.m. until 11:00 p.m., Monday through Friday. Supervisors must ensure adequate coverage during EASC business hours of 7:30 a.m to 4:00 p.m.

#### TRADITIONAL FIXED WORK SCHEDULE

Employees working a fixed schedule must work five, eight hour days each week that correspond to the EASC business hours. The Official EASC business hours are 7:30 a.m. to 4:00 p.m., Monday through Friday.

1. Lunch: The traditional fixed schedule includes ½ hour for lunch to be taken between 11:30 a.m. and 1:30 p.m. and must be taken when more than five hours work is performed in a day.
2. Tardiness: An employee who is tardy may take leave in increments of 15 minutes. Supervisors may excuse tardiness of less than 15 minutes but will keep such exceptions to a minimum.

#### GENERAL PROVISIONS - AWS AND FIXED

1. Breaks: Breaks are authorized at the discretion of the supervisor. Breaks may not be more than 15 minutes in length during each 4 hour period of work. They may not be taken immediately before or after lunch periods or at the start or end of a workday. Employees generally may not leave the work site during breaks because they are in a pay status.
2. Time Accounting: The General Accounting Office requires that agencies establish a time accounting method. It should provide supervisors with affirmative or personal knowledge of each employee's entitlement to pay by showing the number of hours of duty, attendance, and the nature and

length of absences. EASC time accounting method is face-to-face observations made by the supervisor or his/her designee. Time will be recorded showing clock hours worked on the time and attendance (T&A) worksheet, including the leave that is taken.

3. Sick Leave, Annual Leave, Leave without Pay (LWOP), and Credit Hours: Leave, including compensatory time and credit hours, will be earned and taken in 15 minute increments. All leave must be documented by an SF-71 and must be recorded on the T&A worksheet or certified T&A. It must clearly show the clock hours of the leave taken.

4. Excused Absence: The administrative schedule established for maxi-flex is from 6:00 a.m. to 11:00 p.m. Monday through Friday. For the traditional fixed work schedule, it is from 7:30 a.m. to 4:00 p.m., Monday through Friday.

- o Site closed for the entire day - The amount of excused absence to be granted will be based on the non-overtime hours of the employee's typical schedule for that day.

- o Delayed Opening/Early Departure - The EASC Director will evaluate each situation on a case-by-case basis to determine the appropriate hours of excused absence and ensure that all EASC employees are treated equitably.

5. Holidays: The maximum number of hours of administrative leave for a holiday is 8 hours in a day.

6. Overtime: For employees on the traditional fixed schedule, hours worked that exceed the basic work requirement of 80 hours per pay period (over 8 hours in a day or 40 in a week) will be recorded as overtime or compensatory time when directed and approved by management in advance.

For employees on maxi-flex, time worked voluntarily with supervisory approval, that exceeds the basic work requirement of 80 hours per pay period, normally will be recorded as credit hours (15 minute increments can be earned). If directed and approved by management in advance, the time will be recorded as overtime or, if applicable, compensatory time.

7. Travel and Training: The maximum number of hours creditable for travel or a combination of work and travel to fulfill a basic work day will be determined by the supervisor on a case-by-case basis.

#### RESOLUTION OF SCHEDULING CONFLICTS:

To ensure proper coverage of the workplace, the supervisor may require the employee(s) to provide advance notification of the proposed work schedule(s). In those instances where the supervisor believes that the work requires a schedule different from that proposed by the employee(s), the supervisor and the employee(s) will work together to develop an acceptable schedule. If an acceptable schedule cannot be developed, the Division Chief will function as mediator, assisting both sides to reach an agreement. The Division Chief has the ultimate responsibility for rendering the final decision on scheduling conflicts.

If any individual's maxi-flex schedule creates an adverse impact on an organization (e.g., reduced productivity, diminished levels of service to the public or customers, or unreasonable increases in operating costs) the employee and/or the position will be excluded from the maxi-flex option.

Employees taken off the schedule for reasons related to reduced productivity or diminished service levels will not be eligible to return to AWS until the start of the next quarter.