

Section Number: 20-12

Effective Date: January 1, 2012

Subject: Alternate Workweek

Purpose: To provide supervisors information about alternate work week in order to give assisting staff in completing the necessary forms required to sign-up for alternate work week.

Flexible work hours and modified work schedules such as four-day workweeks are encouraged when this can be justified as benefiting the agency. The need to have offices remain open through the lunch hour, scheduled appointments with clients before or after regular hours, improve computer response time, and enhance employee morale are all valid reasons for using flexible work hours and/or work days.

DPA employees may request assignment to an alternate workweek schedule. Depending on the bargaining unit, DPA employees may be appointed to one of several options of staggered work hours and days as long as there is coverage Monday through Friday, from 8:00 am – 5:00 pm. Flexible work schedules are permitted if allowed under the applicable contract/agreement. Refer to the specific bargaining unit agreement regarding meal breaks (including lunch breaks and relief periods).

DPA Management and DHSS Personnel, in coordination with the employee labor union, are responsible for maintaining a current Alternate Workweek Master Agreement for employees in the General Government Unit and Supervisory Unit. The agreement covers all alternative workweek schedules in DPA and details required request forms and approval procedures.

Management retains the right to make final decisions concerning approval and implementing of alternative workweek requests and plans. Documentable work-related benefits are the primary basis for such decisions. Employees covered under the agreement must meet the following criteria to be considered for an alternative workweek schedule:

1. Most recent performance evaluation must include not less than acceptable ratings in all areas.
2. Must maintain acceptable performance in all areas while assigned to an approved alternative schedule.

3. In the sole judgment of management, placing the employee on an alternative schedule shall not interfere with office coverage, providing or participating in training, staffing, productivity, job responsibilities, access of the public and other agencies, and a high level of customer service.
4. Must have a positive impact on the mission of the division.
5. For employees in probation in the entry level of a job class or new to the Division or position, any requests for an alternative schedule will be negotiated with the supervisor. The goal is to provide the best opportunity for the employee to succeed in the job. In addition to conditions #1 through #4 above, approval will depend upon:
 - a. Training schedule
 - b. Schedule and availability of the primary on-site trainer or supervisor
 - c. Familiarity with the business of the Division
 - d. Experience in related jobs

General Government Unit:

- Alternate Workweek Master Agreement (10-GG-211)
<http://doa.alaska.gov/dop/fileadmin/lr/pdf/loa/gguawwmasteragreement.pdf>
- Alternate Workweek Schedule #1 Assignment Form
<http://doa.alaska.gov/dop/fileadmin/lr/pdf/loa/GGUAWWSchedule1AssignForm.pdf>
- Alternate Workweek Schedule #2 Assignment Form
<http://doa.alaska.gov/dop/fileadmin/lr/pdf/loa/GGUAWWSchedule2AssignForm.pdf>

Supervisory Unit:

- Alternate Workweek Master Agreement (Appendix E of APEA/AFT Bargaining Agreement/LOA 1)
<http://doa.alaska.gov/dop/fileadmin/LaborRelations/pdf/contracts/SU2010-2013Contract.pdf>

Assignment to Alternate Workweek

<http://doa.alaska.gov/dop/fileadmin/lr/pdf/loa/SUAlternateWorkWeek.pdf>

CANCELLATION OF ALTERNATE WORKWEEK AGREEMENT

The employee may cancel their alternate workweek agreement with fifteen (15) calendar days notice in writing. Upon cancellation, the employee will return to a normal work schedule in the first week of the pay period following the required notice period.

During instances when an employee needs to temporarily go on a regular five-day workweek for reasons such as a week-long training, the employee must also cancel their alternate workweek agreement and request to go back on the alternate workweek schedule after the training is completed. To ensure the employee can go back to alternate workweek schedule after training, the employee must follow the following procedure:

- Fifteen (15) days prior to first day of training, the employee will inform the Region's Administrative Assistant that they need to cancel their alternate workweek schedule.
- The Administrative Assistant will send a written notice to Human Resources requesting to cancel alternate workweek schedule for the employee and the effective date of cancellation (first day of training).
- A week before the effective date of cancellation, the employee will complete the Alternate Workweek Master Agreement Form and send it to the Administrative Assistant.
- The Administrative Assistant will send the form to Human Resources.
- Human Resources is required to approve the request within three days from date of receipt.
- By the time the employee completes the training and reports for work, the alternate workweek schedule should be approved and back in effect.