

Ref: NC V Articles 23 &47

US Office of Personnel Management (OPM) Handbook

## **New Alternative Work Schedule Agreement (AWS)**

### Intro

This agreement, signed 2/19/1999, is subject to applicable law. Under this agreement each branch submitted its own proposed AWS guidelines. This Agreement covers all BU employees except intermittent and temporary employees employed at CIRSC. Work schedules should be established close enough to the front line to ensure proper alignment with actual workload and staffing patterns. Three forms of AWS are available, which include the 4/10 and 5/4/9 compressed work schedules (CWS) & the flexitour with credit hours flexible work schedule.

### Start & Stop times

Each branch may have designated times of the administrative work week when employees must be present, may establish flexible time bands around these designated times within which employees working flexitour work schedules may select starting and stopping times.

### Eligibility

Employees must be employed six (6) months or longer or have completed their first season. Employees must be rated fully successful or higher. If an employee is rated less than fully successful, the employee's manager may remove the employee from their current AWS schedule or deny the employee participation. An employee may be moved off their current AWS, denied AWS participation, or restricted in their AWS participation to specific form of AWS or particular time periods of the administrative workweek to avoid projected workload interruptions or over staffing. Your requests based on hardship situations will be handled on a case-by-case basis. AWS may not be appropriate for certain positions or organizational segments because of the nature of the work performed. Each branch will ensure a management official is designed on all tours. An employee's use of accumulated credit hours will not be denied, except in the case of projected workload interruption.

Employees working AWS may select their tour twice during each calendar year, at times of their choosing. Employees working AWS who are in voluntarily reassigned or detailed to another organizational segment will be allowed to keep their AWS, absent projected workload interruptions or overstaffing. Employees working AWS who are voluntarily reassigned, promoted, demoted, or detailed to another organizational segment will work that segment's schedule. The employee may request another TOD. EOD will not be a factor.

This agreement will be effective during the term of NC V & will be subject to the rollover provisions of the successor National Agreement.