



# ALTERNATE WORK SCHEDULE

Name \_\_\_\_\_ Employee ID \_\_\_\_\_ Class title \_\_\_\_\_ Position number \_\_\_\_\_  
 Effective date<sup>(1)</sup> \_\_\_\_\_ Work location or unit \_\_\_\_\_
  Employee requested change
  Employee waived 7 day notice period (if applicable)

SCHEDULE SHIFT	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
CURRENT Week 1*	__ : __ - __ : __	__ : __ - __ : __	__ : __ - __ : __	__ : __ - __ : __	__ : __ - __ : __	__ : __ - __ : __	__ : __ - __ : __
CURRENT Week 2*	__ : __ - __ : __	__ : __ - __ : __	__ : __ - __ : __	__ : __ - __ : __	__ : __ - __ : __	__ : __ - __ : __	__ : __ - __ : __
NEW Week 1*	__ : __ - __ : __	__ : __ - __ : __	__ : __ - __ : __	__ : __ - __ : __	__ : __ - __ : __	__ : __ - __ : __	__ : __ - __ : __
NEW Week 2**	__ : __ - __ : __	__ : __ - __ : __	__ : __ - __ : __	__ : __ - __ : __	__ : __ - __ : __	__ : __ - __ : __	__ : __ - __ : __

Length of lunch period:  30 minutes  1 hour  Other, explain (e.g., straight 8s, 45 minute lunch period): \_\_\_\_\_  
 Is this a temporary schedule:  No  Yes If yes, end date: \_\_\_\_\_  
 Justification for schedule change (Not required if new schedule was mutually agreed upon): \_\_\_\_\_

**SUPERVISOR COMPLETES**

Work week: The standard workweek for overtime purposes is 12:01 a.m. Sunday through 12 a.m. Saturday. Consult with Human Resources (HR) to avoid overtime issues as a result of the work schedule change.

If 9/80 compressed work schedule<sup>(2)</sup>, list workweek for overtime purposes: First day of the workweek is \_\_\_\_\_ and start time is \_\_\_\_\_.

Employee flexibility based on new schedule<sup>(3)</sup>:  
 Flex schedule:  EP  NP Compressed:  EP  NP Telework, check one:  EP1  EP2  EP3  EP4  NP  
 Information will be keyed into HRMS by local HR employee.

\_\_\_\_\_  Copy to employee  Copy to Union (if applicable): \_\_\_\_\_  
 Employee signature Date Date

\_\_\_\_\_  
 Supervisor/Roster Manager Signature Date

\_\_\_\_\_  
 Appointing Authority/designee Signature Date

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- (1) Effective date is the beginning date of the schedule. If you work a 2 week schedule, the effective date needs to be the first day of the first week.
- \* If you work the same schedule each week, complete the week one schedule only
  - \*\* If you work a schedule like 9/80s, where your schedule changes every other week, fill in both week 1 and week 2 schedules.

(2) **9/80 Alternative Work Schedule - Overtime Eligible Only:** Non-exempt employees are subject to [Fair Labor Standards Act \(FLSA\)](#) wage and hour laws and are eligible for overtime. A non-exempt employee on a 9/80 alternative work schedule would be required to work 8 days for 9 hours and one day for 8 hours with one day off within a 2 week period. Non-exempt employees are required to take the same alternating flex day off for the length of the alternative work schedule to remain in compliance with the definition of a workweek under the FLSA guidelines (e.g., regular flex day is Monday, cannot switch to any other day).

(3) Employee flexibility:

**Flexible workweek:** Allows the employee some flexibility in starting and ending times outside the agency’s normal work hours. *Note: Within Department of Corrections, business hours are 24 hours/day and 7 days/week (e.g., a Correctional Officer on the graveyard shift in a post requiring relief would not be eligible for flex schedule).* **EP: Employee Participating NP: Not Participating**

**Compressed workweek:** An alternative schedule that allows full-time employees to eliminate at least one work day every 2 weeks by working longer hours during the remaining days, resulting in less commute trips. **EP: Employee Participating NP: Not Participating**

**Telework:** The practice of working from home or other alternative locations closer to home through the use of technology which allows the employee to access normal work material (e.g., email, telephone, electronic documents). Telework may be scheduled or done on an ad hoc basis. **EP1** = EE Participating less than 1 day every 2 weeks/ad hoc; **EP2** = EE Participating 1-2 days every 2 weeks; **EP3** = EE Participating 3-4 days every 2 weeks; **EP4** = EE Participating 5 or more days every 2 weeks. **NP: Not Participating**

**EXAMPLE OF A NON-HOLIDAY 9/80 WORK SCHEDULE**

Nine-hour days, Monday through Thursday, 8:00 a.m. – 6:00 p.m., with a one-hour uncompensated lunch period. Friday is an eight hour day, 8:00 a.m. – 5:00 p.m., with a one-hour unpaid meal period beginning at noon. This schedule calls for a day off on the other Friday. The workweek ends at 12:00 p.m. Friday and the new workweek begins at 12:01 p.m. Friday.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Workweek 1</b>	8 : 00 - 18 : 00 (9 hours)	8 : 00 - 18 : 00 (9 hours)	8 : 00 - 18 : 00 (9 hours)	8 : 00 - 18 : 00 (9 hours)	8 : 00 - 17 : 00 (4 hours/4 hours)
<b>Workweek 2</b>	8 : 00 - 18 : 00 (9 hours)	8 : 00 - 18 : 00 (9 hours)	8 : 00 - 18 : 00 (9 hours)	8 : 00 - 18 : 00 (9 hours)	Flex day