

1 **ARTICLE 90.5--WORK SCHEDULES** (Special Agencies Coalition)

2 **Section 1.** Subject to the operating requirements of the Agency, bargaining unit employees shall
3 be placed on regular, alternate, or flexible work schedules as defined in this Agreement (see Article
4 90, Work Schedules). Employees placed on regular work schedules shall be scheduled for five (5)
5 consecutive workdays and two (2) consecutive days off within the workweek. Exceptions to the
6 days off provision above shall occur only when they would seriously hamper operations of the
7 Agency. Employees who work alternate schedules of four/ten (4/10) hour days shall be scheduled
8 for three (3) consecutive days off within the workweek. Exceptions to the days off provision above
9 shall occur only when (1) this would seriously hamper operations of the Agency, or (2) when
10 requested by the employee and approved by Agency management.

11 **Section 2.** The Agency will provide a response to an employee's request to work an alternate or
12 flexible work schedule, including the reason(s) for a denial, within a reasonable period of time. If
13 the employee so requests, the Agency response will be in writing. ~~Upon an employee's request,~~
14 ~~t~~The Agency will also provide a written explanation, at least ten (10) business days in advance,
15 ~~when an existing alternate or flexible schedule is rescinded~~ at least ten (10) business days in
16 advance of the change.

17 Requests for alternate and flexible work schedules, as defined in this Agreement (see Article
18 90, Work Schedules), will be considered in order of application. If more than one (1) employee
19 makes application for such a schedule on the same day and both requests cannot be accommodated,
20 preference shall be given to the employee with the most seniority in the Agency, if possible.

21 **Section 3.** The workweek shall begin at 12:01 a.m., Monday and end at 12:00 midnight the
22 following Sunday. This workweek shall remain fixed during the term of this Agreement regardless

of an employee's scheduled hours of work. Workweeks for employees on work schedules "F" and "M" are governed by Section ~~15(e)~~ 9(e) below.

Section 4. Consistent with the operating requirements of the Agency, an employee shall be granted a meal period of not less than thirty (30) minutes nor more than one (1) hour, unless mutually agreed otherwise. Meal periods shall normally be scheduled by the Agency at approximately mid-part of the shift. However, upon an employee's timely request, a supervisor may alter the normally scheduled meal period, if the need arises. An employee who is required by the Agency to work the full shift without relief for a lunch period shall have the entire shift counted as time worked. Meal periods will not be changed without reasonable notice.

Section 5. All employees shall be granted a rest period of fifteen (15) minutes in every four (4) hours working time or major fraction thereof, except in cases of alternate work schedules, in which case rest periods shall be twenty (20) minutes. Rest periods shall be taken so far as practicable in the middle of such working periods and considered as time worked for pay purposes. Rest periods for employees on work schedules "F" and "M" are governed by Section ~~15(g)~~ 9(g) below.

Section 6. In order to account for a full forty (40) hours in a workweek in which there is a holiday, employees who work alternate schedules can request a regular schedule or a flexible work schedule (e.g., 2-11s and a 10), pursuant to Section 2 of this Article, or may use appropriate accrued leave or compensatory time.

Section 7. An employee may, with their immediate supervisor's advance approval, temporarily modify their work schedule (regular, alternate or flexible) in a workweek not to exceed forty (40) hours and avoid overtime liability. Such request shall be in accordance with Article 40-Penalty Pay, Section 4, Modification of Work Schedule and Article 32-Overtime, Section 5, Schedule Change. Such requests shall not be arbitrarily denied.

Section 8.

If an employee's regular, alternate or flexible work schedule is being temporarily modified by the Agency, the Agency will give the employee as much notice as possible, the employee will be informed in writing, when business operating requirements of the Agency needs allow, at least ten (10) business days in advance of the modification, unless there are emergent circumstances. The notification will to include the reason for the change, if to the extent possible, and how long the change is expected to last approximate duration of the modification. The employee will automatically be may return ed to their previous regular, alternate, or flexible work schedule at the end of the modification s' end date unless otherwise requested by the employee, there are unforeseen circumstances impacting the unit's work schedules or work load coverages. If there are circumstances driving where the modification needs to continue, the modified schedule may be extended with written notification to the employee. at least ten (10) days in advance. of any extensions of the duration of the modification. Nothing will prevent the employee from will automatically may requesting to be moved back returned to their previous regular, alternate or flexible work schedule prior to the end of the modification. at the end of that time period unless otherwise requested by the employee within one (1) week of the modifications' approximate end date.

Such modifications shall be in accordance with Article 40-Penalty Pay, Section 2, Modification of Work Schedule.

Section 9 8. Work Schedules "F" and "M".

(a) Subsections (b) – (g), below, apply only to work schedules "F" and "M." Work schedules "F" and "M" shall be considered "alternate work schedules."

(b) Employee requests to be placed on work schedules “F” and “M” shall be governed by Article 90.5, Section 2.

(c) Work schedule “F” is as follows:

- Week one – Monday through Thursday, nine (9) hours, and Friday, eight (8) hours.
- Week two – Monday through Thursday, nine (9) hours, and Friday, off.
- Workweeks will alternate week to week, between week “one” and week “two,” as set forth above.

(d) Work schedule “M” is as follows:

- Week one – Monday, eight (8) hours, Tuesday through Friday, nine (9) hours.
- Week two – Monday, off, Tuesday through Friday, nine (9) hours.
- Workweeks will alternate week to week, between week “one” and week “two,” as set forth above.

(e) The definition of the workweek addressed in Article 90.5, Section 3, will not apply to employees who work schedule “F” or “M.” The definition of the workweek for work schedules “F” and “M” are as follows:

- (1) The workweek for employees working work schedule “F” shall begin at 12:01 p.m. Friday and end at 12:00 noon the following Friday. This workweek shall remain fixed, so long as an employee continues to work a work schedule “F.”
- (2) The workweek for employees working work schedule “M” shall begin at 12:01 p.m. Monday and end at 12:00 noon the following Monday. This workweek shall remain fixed, so long as an employee continues to work a work schedule “M.”

(f) During a work period when a compensable holiday occurs, an employee on a work schedule “F” or “M” will request their supervisor to adjust their work schedule within the defined

workweek period to ensure a record of not to exceed forty (40) hours of paid time that includes the appropriate number of holiday hours. If needed, the employee may use accrued leave or compensatory time, or the employee may request adjustment of their work schedule to account for a full forty (40) hours in the workweek. Such adjustment shall be considered additional straight time worked rather than daily overtime hours. When the compensable holiday, or portion thereof, falls on the employee's scheduled day off, the employee and supervisor will mutually agree on an alternative and commensurate time off within the workweek period.

- (g) Employees on a work schedule "F" or "M" shall be granted two (2) fifteen (15) minute rest breaks on each nine (9) hour workday. Rest breaks will be taken so far as practicable in the middle of the working period and considered as time worked for pay purposes.

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WORK SCHEDULE F

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	9	9	9	9	4 4	
	9	9	9	9	off	
	9	9	9	9	4 4	
	9	9	9	9	off	

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WORK SCHEDULE M

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	4 4	9	9	9	9	
	off	9	9	9	9	
	4 4	9	9	9	9	
	off	9	9	9	9	

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