

## AWS Policy & Procedures

(November 3, 2006)

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### Alternative Work Schedules

In an effort to accommodate employees and encourage work/life balance, SUNY Cortland is adopting Alternative Work Schedule (AWS) options. Operational needs are paramount and will be considered in all decisions regarding AWS options. All offices must be available to serve constituents from 8:00 a.m. through 4:30 p.m. (See #10 under Guidelines and Rules for additional information.)

There are two basic options available to employees, and they are described in general terms below:

Flex Time (Staggered hours) – Flex time allows employees to select the time of day they will report to work making sure that they are working during the identified “core hours.” Employees work their regular amount of hours each day (e.g., 7-1/2 or 8).

Compressed Work Week/Compressed Pay Periods – Under this option, employees choose to work more hours some days to allow for reduced hours or no hours on other workdays. Employees still fulfill their required number of hours per week or pay period.

The “Flex Time” and/or “Compressed Work Week/Pay Period” options are available to employees within the specific parameters outlined for the academic year /intercession options.

Alternative Work Schedule options (academic year, winter intercession and summer intercession)

- A. Flex Time – Identify core periods and flexible start times.
  - 1. Core periods are the hours within which all employees are expected to be on the job.
    - a. Core periods: Offices – 9:00 a.m. to 3:00 p.m.
    - b. Core periods: Physical plant operational services (excluding shift operations) – 7:00 a.m. to 2:30 p.m.
  - 2. Flexible start times are those hours within which an employee can choose to start their workday. The number of hours worked do not change.
    - a. Flexible start times: Offices - 7:00 a.m. to 9:00 a.m.
    - b. Flexible start times: Physical plant operation services (excluding shift operations) – 6:00 a.m. to 7:00 a.m.

- B. Compressed Workweek – Full work obligation (37.5 or 40 hours) is fulfilled in a shorter workweek. Options include:
    - a. A four-day workweek (one day off each week)
    - b. A four-and-half-day workweek (one half day off each week)
  
  - C. Compressed Pay Period – A nine-day payroll period (one day off each pay period). Not available to 40-hour per week overtime eligible employees.
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Eligibility:

The following employees are eligible to participate in the AWS program subject to the Guidelines and Rules listed below:

1. Full-time classified employees (ASU, OSU, PEF) except those who work shift operations (e.g., Heating Plant, University Police)
2. Full-time professional employees, including those designated as management/confidential

Guidelines and Rules:

1. Operational needs must be met as determined by supervisor and approved by vice president.
2. Employees are required to fulfill their usual number of work hours. These options differ from the Voluntary Reduction in Work Schedule which is a reduction in hours work and pay received.
3. Employees have no change to salary and/or benefits.
4. Employees continue to accrue leave at their appropriate rate.
5. Leave must be charged for the amount of time scheduled to work. For example, if an employee works 10 hours each Monday and takes a Monday off, he or she must charge 10 hours of time. In the case of professional employees, that same person would take 1.25 days off their time.
6. Employees can make changes to their alternative work schedule option beginning on any of the days listed below. Employees can also select starting/ending dates within the parameters noted below so long as they have supervisory approval. Specific dates are identified each year.
  - a. Academic Year (August 10, 2006 through May 16, 2007)\*
  - b. Winter Intercession (December 13, 2006 through January 10, 2007)\*
  - c. Summer Intercession (May 17, 2007 through August 8, 2007)

\*illustrative purposes

Unless arrangements are made in advance with the supervisor, employees' schedules are fixed for the duration of their selected AWS (i.e., arrival & departure times; same day off each week or each pay period in the case of compressed workweeks).

7. Employees can choose to return to their normal workday/workweek with two weeks' notice. The notice requirement may be waived at the discretion of the supervisor. Otherwise, the chosen option remains in effect until the next option period.
8. Management reserves the right to return employees to normal workday/workweek at any time with a two-week notice.
9. Employees are required to take meal breaks; they cannot use meal breaks or rest periods to shorten their workday.
10. Alternative work schedules may be more difficult in one-person operations, but employees can form triads to develop creative solutions to provide adequate coverage.
11. In keeping with the spirit of the employee agreements, when more than one employee from an office is seeking the same alternative work schedule, the person with the most seniority will be awarded the alternative work schedule for the first period. The second period will be awarded to the second most senior employee and so on.
12. Management reserves the right to end or suspend this program at any time if it does not meet the operational and/or security needs of the College.

Process:

1. Complete the AWS application and submit it to supervisor by the published deadline.
2. Supervisor makes a recommendation to approve or deny along with supporting comments. Application goes through this process up through the appropriate vice president who will make the final determination.
3. The vice president's determination shall be forwarded to the employee and supervisor with a copy to Human Resources. Human Resources will forward copies to payroll for approved classified staff alternative work schedules.
4. Denials can be appealed by the employee directly to the vice president using the appeal form.
5. The vice president shall rule on the appeal, and that decision will be final.