



ALTERNATIVE WORK SCHEDULE

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I. POLICY

It is the policy of the police department to honor the requests of non-sworn, non-supervisory employees who wish to work on an Alternative Work Schedule (AWS), as defined below, when such an arrangement does not interfere with the delivery of departmental services or the good order and functioning of the police department. The Chief of Police reserves the right to deny any application for any employee to work on an AWS for any reason he/she sees fit.

II. DEFINITIONS

A. In this section, “**Alternative Work Schedule,**” also referred to by the acronym **AWS**, refers to any of the three alternative schedules referred to in Personnel Bulletin 05-09-03. They are:

1. 4/10 Work Schedule (for FLSA Exempt and Non-Exempt Employees): Employee works four ten-hour days for each of the two weeks of the work schedule of the pay period week.
2. 9x9 Work Schedule (For FLSA Exempt Employees only): In week 1, employee works five nine-hour workdays of the work schedule. In week 2, employee works three nine-hour workdays and one eight-hour workday of the work schedule. This two-week schedule then repeats starting with week 1.
3. Combination Work Schedule (for FLSA Exempt and Non-Exempt Employees): In week 1, employee works five eight-hour workdays of the work schedule. In week 2, employee works four ten-hour workdays of the work schedule. This two-week schedule then repeats starting with week 1.

B. Basic Work Requirement

A full time employee is required to work 80 hours in a bi-weekly pay period.

C. Regular Work Schedule

A regular work schedule is 5 consecutive eight (8) hour workdays per week.

D. FLSA Exempt Employee

An employee who is exempt from overtime provisions of the Fair Labor Standards Act.

E. FLSA Non-Exempt Employee

An employee who is eligible for overtime in accordance with the Fair Labor Standards Act.

F. Adverse Impact

Impact on operations that results in a reduction of a department's or office's productivity; a diminished level of services furnished to the public; or an increase in the cost of departmental or office operations.

G. Employee's Non-Workday

The day of the week, other than the employee's two regularly scheduled days off (typically Saturday and Sunday), that the employee receives as paid non-work time as part of an Alternative Work Schedule as described in "E."

H. Represented Employees

Employees represented by an exclusive representative as defined in Article 6, §4-101 of the Anne Arundel County Code.

III. ELIGIBILITY

A. Eligible employees are County classified or exempt (as listed in the County Charter), full-time employees who work a regular work schedule of 80 hours bi-weekly.

A. The AWS is available to employees who work five consecutive eight-hour days. The AWS is available to represented employees in accordance with their bargaining unit contract.

B. The AWS is not available to any sworn personnel, nor to any non-sworn supervisors or lead workers.

C. The AWS is not available to any personnel in a position where it would adversely affect the operation of the department or the delivery of services, regardless of sworn or supervisory status.

D. The decision to establish an AWS is at the discretion of the Chief of Police on a case-by-case basis, and must be approved by the County Personnel Officer. The AWS must begin at the start of a pay period and end on the last day of a pay period.

IV. PROCEDURE

A. Employees may elect to work an AWS by completing a "Request and Agreement for an Alternative Work Schedule" application which can be obtained from the Police Personnel Section and submitting it via chain of command to the Chief of Police.

B. Each supervisor/commander in the requesting employee's chain of command will review the request and provide input on honoring or denying the request by filling in the appropriate space on the AWS application agreement. Supervisors are reminded that they are responsible for ensuring that the AWS does not adversely affect the delivery of services.

C. The Chief of Police, or his/her designee, will approve/disapprove the request and will inform the employee of the approval/disapproval. Requests endorsed by the Chief of Police will be forwarded to the County Personnel Officer for final approval.

D. If the request is approved, a Personnel Action Authorization (PAA) shall be completed to implement the start of the AWS. The original "Request and Agreement for an Alternative Work Schedule" must be attached to the PAA.

E. The Chief of Police, or his/her designee, determines the start and/or end time for the Alternative Work Schedule workdays. The employee's non-workday of the AWS is typically a Monday or Friday. The Chief of Police, or his/her designee, will approve/disapprove requests for other non-workdays on a case-by-case basis.

V. LEAVE PROCEDURES

A. Annual and Disability Leave

Accrual of annual and disability leave will continue at the existing rate. Employees who use disability or annual leave will be charged the total number of actual disability leave or annual leave hours used. For example, if an employee uses disability leave on a ten-hour workday, ten hours of disability leave will be subtracted from the employee's disability leave balance.

B. Holidays and Administrative Leave

1. The County will compensate employees on the AWS for eight (8) hours for non-floating (fixed) holidays, floating holidays and administrative (personal) leave.
 2. Employees will be required to use two hours of annual leave if the fixed holiday, floating holiday or administrative leave is on a ten-hour workday and one hour of annual leave if the fixed holiday, floating holiday or administrative leave is on a nine-hour workday. With the approval of the Chief of Police, or his/her designee, non-represented employees may work an additional two hours for a ten-hour workday or one hour for a nine-hour workday during the remaining days in the workweek in lieu of using annual leave. Departmental timekeepers will insure that these hours are not posted as overtime in the time and attendance system.
 3. If a fixed holiday falls on the employee's non-workday of the AWS, the employee's preceding workday or following workday within the workweek will be used as the employee's non-workday. If the floater falls on an employee's non-workday, the floater may be used on an alternative workday.
- C. If the County closes for one full business day, non-essential employees will be charged ten hours of administrative leave if it is a ten-hour workday and nine hours of administrative if it is a nine-hour workday. If the County closure falls on the employee's non-workday, the employee is not entitled to any administrative leave.
- D. If an employee uses jury leave in accordance with Article 6 of the County Code on a nine-hour workday, nine hours of jury leave will be charged. If this is a ten-hour workday, employees will be charged ten hours of jury leave. If the employee is released from jury duty for any part of the workday, he/she must return to work.
- E. An employee is entitled to 24 hours of funeral leave in accordance with Article 6, §1-305 of the County Code.
- F. An employee is entitled to 160 hours of military leave in a calendar year in accordance with Article 6, §1-305 of the County Code.

VI. OVERTIME

- A. FLSA non-exempt non-represented employees will receive overtime at time and one-half their regular rate of pay for any hours worked in excess of forty hours during a workweek, but will not receive overtime for days that are scheduled to be more than eight hours unless the forty hour limit is exceeded in the workweek. Leave (annual, disability, and holiday) will be counted as hours worked for the purpose of computing overtime pay, but hours on a non-workday will not.
- B. Represented employees who work a 4/10 AWS will be compensated at one and one-half times their regular rate of pay for work in excess of ten hours in a regular workday. AFSCME Local 2563 and Local 582 employees will be compensated two times their regular rate of pay for the seventh day of actual work within the workweek in accordance with the provisions of their union contracts.

VII. TERMINATION OF AWS

- A. Employees who request and are approved to work an Alternative Work Schedule must work the Alternative Work Schedule for at least four months, unless otherwise terminated by the Chief of Police or his/her designee.
- B. The Chief of Police, or his/her designee, may determine that an AWS has an adverse impact on the department or unit's operations and may terminate the AWS with at least four (4) weeks notice to affected employees.
- C. Disability leave abuse as defined in the Anne Arundel County Code may be grounds for removal from an alternative work schedule.

VIII. GRIEVANCES

The Alternative Work Schedule's policies and procedures, and issues related to the Alternative Work Schedule, are not grievable.

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IX: PROPONENT UNIT: Police Personnel Section.

X: CANCELLATION: None.