

ALTERNATIVE WORK WEEK SCHEDULES

1. A 10-hour-per-day, 40-hour four-consecutive-day workweek (4/10) or an eighty hour on nine days over a two week period (9/80) may be established for all, or certain classes of employees, or for employees within a class when, by reason of work location and duties actually performed by such employees, their services are not required for a workweek of five consecutive days, provided the establishment of such a workweek has the concurrence of the concerned employee, class of employee, or classes of employees as ascertained through the employee organization representing the employees.

Criteria shall be as follows:

- a. The needs of the operation and service to students and the college community must come first. The schedule shall not be approved if it will interfere with the work to be done or service to be performed.
 - b. The primary objectives shall be to maximize productivity, or at least to maintain traditional service levels; to improve the use of physical resources; and to increase flexibility in meeting irregular scheduling needs.
 - c. Size of staff and the need to maintain office coverage during normal hours of operation must be considered.
 - d. The recommendation to establish the alternate schedule must be a management decision, not the employee's request to meet his/her needs. Beginning and ending times shall be determined by mutual consent of the employee, supervisor and the union.
 - e. There shall be no negative impact.
2. Local 1 employees assigned to an alternate work schedule are eligible to receive the additional shift pay.
 3. In addition to the regular break periods of fifteen (15) minutes pre-lunch, the lunch period, and fifteen (15) minutes post-lunch, employees working a ten (10) hour work shift shall have an additional ten (10) minutes rest period added to either the pre-lunch or the post-lunch break so that a total of twenty-five (25) minutes shall be granted.

Public Employees, Local 1, Articles 20 & 23