

**STATE OF HAWAII**

**ALTERNATIVE WORKWEEK (AWW) GUIDELINES**

**APPENDIX A**

**BARGAINING UNITS 2, 3, 4, 9, AND 13**

**I. IDENTIFYING INFORMATION**

A. DEPARTMENT: \_\_\_\_\_

B. DIVISION/BRANCH/SECTION (as appropriate): \_\_\_\_\_

C. BARGAINING UNIT(S): \_\_\_\_\_

D. CLASSES OF WORK (if limited to certain classes/occupations within the BU)

\_\_\_\_\_  
\_\_\_\_\_

**II. DESIGNATIONS** (Check off those that are applicable to this AWW program)

**A. EXCEPTIONS TO PARTICIPATION IN AWW PROGRAM**

Unless specifically waived by the program manager the following employees are not eligible to participate in the AWW program:

1. \_\_\_\_\_ Initial probationary employee
2. \_\_\_\_\_ New probationary employee
3. \_\_\_\_\_ 89-Day appointee
4. \_\_\_\_\_ Temporary appointee less than \_\_\_\_\_ months
5. \_\_\_\_\_ Exempt employee
6. \_\_\_\_\_ Shift worker
7. \_\_\_\_\_ Officially served a notice to improve
8. \_\_\_\_\_ Other--Specify: \_\_\_\_\_

B. Core Work Days

1. \_\_\_\_\_ Monday
2. \_\_\_\_\_ Tuesday
3. \_\_\_\_\_ Wednesday
4. \_\_\_\_\_ Thursday
5. \_\_\_\_\_ Friday

C. Available Options

1. \_\_\_\_\_ The 4-10 Schedule
2. \_\_\_\_\_ The 4-9-4 Schedule
3. \_\_\_\_\_ The 8-9-1 Schedule (Only for employees exempt from FLSA)

D. Start and Ending Times (if other than as specified in Guidelines)

1. 4-10 Schedule -- Start: \_\_\_\_\_ End: \_\_\_\_\_
2. 4-9-4 Schedule -- Start: \_\_\_\_\_ End: \_\_\_\_\_
3. 8-9-1 Schedule -- Start: \_\_\_\_\_ End: \_\_\_\_\_

E. Duration of Work Schedule

1. \_\_\_\_\_ 4 Weeks
2. \_\_\_\_\_ 12 Weeks
3. \_\_\_\_\_ Duration of the Agreement

F. Must Revert to a Five Day, Eight Hour (5 - 8) Schedule When:

1. \_\_\_\_\_ Mandatory training on employee's day off
2. \_\_\_\_\_ Court hearing on employee's day off
3. \_\_\_\_\_ Mandatory meeting on employee's day off
4. \_\_\_\_\_ State holiday occurs during the week
5. \_\_\_\_\_ Employee is attending an all-day event away from the work site
6. \_\_\_\_\_ Employee is traveling in or out of State
7. \_\_\_\_\_ As directed by the Employer based upon operational needs.

\_\_\_\_\_  
Dept. Personnel Officer

\_\_\_\_\_  
Date