Memorandum of Agreement
ALTERNATIVE WORK WEEK (AWW)

• AWW MOU for BUs 2, 3, 4, 9 & 13
  – OHR web site

• New - AWW MOA for APT employees
  – Flexibility
  – Operational needs

AWW MOA for APT Employees

• APT vs. civil service AWW memoranda
  – Article 19 – Overtime
  – Starting/ending times (6 am - 7 pm)
  – Appendix B

• VP/Chancellor’s may consult w/HGEA

• OHR negotiates

APT AWW Guidelines

• Specifies conditions of the MOA
  – Determines working conditions

Basic Principles

• Effective & efficient services
• Full-time employees (w/exceptions)
• No change to salary or employment benefits

General Features

• Core work days in the work week
• Vacation and sick leave
• Other leaves of absence
• Night differential
• Overtime

AWW Schedule

• 40 straight time hours per week
  – number of hours worked per day depends on Option selected
AWW Schedule Options:

• Option 1: **4-10 Schedule**  
  - 4 ten-hour days  
  - Holiday on scheduled work day  
    - take 2 hours vacation  
  - Holiday on scheduled day off  
    - take holiday on the first workday after the day off

• Option 2: **4-9-4 Schedule**  
  - 4 nine-hour days & 1 four-hour day  
  - Holiday on scheduled work day  
    - on 9 hr day, take 1 hour vacation  
    - on 4 hr day, take 4 hrs off on another day in that week

• Option 3: **8-9-1 Schedule**  
  - Must be exempt from FLSA  
    - must do analysis for each position  
    - most positions fall under:  
      - administrative exemption  
      - professional exemption  
  - Schedule is over a two week period

Option 3: 8-9-1 Schedule (con’t.)

• 8 nine-hour days & 1 eight-hour day
  - e.g., Wednesday is day off
    - Week #1: 9-9-8-9-9 = 44 hours
    - Week #2: 9-9-X-9-9 = 36 hours

• e.g., Friday is day off
  - Week #1: 9-9-9-9-8
  - Week #2: 9-9-9-9-X

Option 3: 8-9-1 (con’t.)

Holidays in Week #1

• Holiday in week #1 on 9 hour work day  
  - 9-9-8-9-9; may use holiday as the 8 hr day and work 9 hrs on Wed.  
  - take 1 hr vacation  

• Holiday in week #1 on 8 hour work day  
  - observe holiday on that day
Option 3: 8-9-1 (con’t.)
Holidays in Week #2

• Holiday in week #2 on day off
  • take same day off in week #1 of
    the 2 week cycle

• Holiday in week #2 on 9 hour work day
  • take 1 hr vacation

Work Schedule

• Employees:
  – request participation
  – complete Appendix B

APT AWW Appendix A

• VPs, Chancellors, VCs, Deans/Directors or
  their designees specify parameters of AWW
  – Exception to participation
  – Core workdays
  – Available AWW Options
  – Start and end times
  – Duration of work schedule
  – Revert to 5 days eight-hours

APT AWW Appendix A (con’t.)

• Programs send copies to HGEA and HRR
  – Refer questions to the respective HRR

• HRR should refer questions to Mānoa HRO

APT AWW Appendix B

• Employees complete Appendix B
  – Submit to supervisor 2 weeks prior

• Supervisor responds

• Discontinuing participation
  – Employees: 2 weeks notice to supv.
  – Employer: 30 days notice to employees

PAU!