

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**
 - Option 2: **4-9-4 Schedule**
 - Option 3: **8-9-1 Schedule**
- **All Options include core work days**

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
80 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!

