CIVILIAN PERSONNEL FACT SHEET

ALTERNATIVE WORK SCHEDULE (AWS)

What is it?
An Alternative Work Schedule (AWS) is simply a deviation from the normal set work schedule. These programs allow managers to meet their mission requirements while allowing employees to be more flexible in scheduling their activities. AWS is not an employee right, but rather a benefit that may help both the organization and the employee. Mission requirements are the primary consideration.
There are two types of AWS:

1. Compressed Work Schedule:
   a full-time employee works 80 hours per bi-weekly pay period but may be scheduled to work fewer than 10 days. Examples are:

   - The 5/4/9 schedule, where the employee works 9 hours per day, 8 days per pay period, an 8-hour day per period, and has one extra "day-off".

   - The 4/10 schedule, wherein the employee works 4 ten-hour days per week.

2. Flexible Work Schedule:
   A full-time employee is required to work 80 hours per bi-weekly pay period. The agency sets limits in which the employee fulfills this 80-hour requirement. Typically, there are core hours each day that the employee must work, but the starting , ending, or lunch period hours may be flexible. Example: All employees must work from 0900 to 1500, but may select a start time between 0600 and 0900 and would end the day between 1500 to 1700.

Why use it?
An AWS may be useful to your organization for a variety of reasons. It may be the answer to a unique scheduling problem, a morale booster for your employees, or a way to increase the number of hours your organization can provide service to its customers.

What are the advantages of AWS?
AWS can reduce employee leave usage by allowing them to schedule their personal appointments on their scheduled time off. This extra "time off" can also reduce the amount of annual leave used, especially under the compressed work schedule.
AWS can provide a real employee morale booster – giving employees more flexibility in arranging their work hours. The may relieve the pressure or family demands or simply allow employees more free time for other activities.
AWS can increase the number of hours your organization is available to your customers. By increasing the number of hours your employees are available each day, office hours can be extended.

What are the Disadvantages?
AWS may seem a perfect arrangement for your organization and mission needs. However, there are also some aspects, which may be detrimental, such as the perception of decreased customer service if customers expect your employees to be available during "normal" duty hours and days, especially if your employees each have unique responsibilities not suited to being handled on a back-up basis.

How do I get approval to establish an AWS for my employees?
Contact your Employee Relations Specialist for the rules and requirements for establishing an AWS in your organization prior to implementation.