



WESTERN
HUMAN RESOURCES
Knowledge Empowers Excellence

Alternate Workweek Schedules

Information Guide

Human Resources
hr@wwu.edu



**WESTERN WASHINGTON UNIVERSITY
HUMAN RESOURCES**

Table of Contents

General Overview..... 3

Holidays and Alternate Workweek Schedules 4

 Holiday Falls on a Regularly Scheduled Work Day 4

 Employee does not work on holiday..... 4

 Employee works on holiday 4

 Holiday Falls on Regularly Scheduled Day Off 5

 Employee works on holiday 5

Collective Bargaining Agreement Language 5

 General Rules 5

 Temporary Schedule Changes..... 5

 Permanent Schedule Changes 5

 Employee-Requested Changes 6

 WFSE Collective Bargaining Agreement..... 6

 PSE Collective Bargaining Agreement..... 6

Frequently Asked Questions 6

The following information is to help guide supervisors and classified employees through the governing policies and procedures surrounding employees working alternate workweek schedules. These rules/guidelines apply to all applicable employees, however, rules are superseded by the [Administering Work and Leave Time Reports](#) policy and the [Collective Bargaining Agreements](#) for Classified employees.

General Overview

- An alternate workweek schedule is a schedule with work shifts of different lengths or a schedule where the daily hours don't match the employee's appointment percent.
 - *Example 1: A full-time employee with 100% appointment who works 9 hours per day, Monday-Thursday and 4 hours on Friday instead of 8 hours per day, Monday-Friday*
 - *Example 2: A part-time employee with 50% appointment who works 5 hours per day, Monday-Thursday instead of 4 hours per day, Monday-Friday*
- Western's workweek starts at 12:01 a.m. on Monday and ends at 12:00 midnight Sunday.
- An alternate workweek schedule is typically a permanent, set schedule that does not vary.
- An employee's appointment percent represents the percentage of 40 hours per workweek or percentage of 8 hours per day the employee is paid for. Employees with alternate workweek schedules must work and/or report leave for the number of hours of the position's appointment % **within** each workweek.
 - *Example 1: A full-time employee with 100% appointment must report a minimum of 40 hours in a workweek. This can be a combination of hours worked, paid and unpaid leave.*
 - *Example 2: A part-time employee with 50% appointment must report a minimum of 20 hours in a workweek. This can be a combination of hours worked, paid and unpaid leave.*
- When paid or unpaid leave is taken on a work day, it must be reported as the number of hours scheduled for that day (see exception below in the [FAQ section](#)).
 - *Example: If an employee's alternate workweek schedule is 10 hours per day, Monday-Thursday and they take vacation leave on Monday, they must report 10 hours of vacation leave for that day.*

Holidays and Alternate Workweek Schedules

Note: More detailed examples can be found on the [Holiday Pay and Alternate Workweek Examples](#) guide.

Employees will receive holiday pay based on their appointment percentage, not their alternate workweek schedule. For example, an employee with a 75% appointment who works 10 hours per day, Monday-Wednesday, will only earn 6 hours of holiday pay (8 x 75%), not 10 hours per their alternate workweek schedule.

Supervisors may decide that during a workweek in which a holiday lands, their employee should work a normal schedule rather than their alternate workweek schedule. In the above example, the employee could change their schedule to work 6 hours per day for 4 days. If not, the following represents what to report on time sheets if a holiday falls on a regularly scheduled work day or day off.

Holiday Falls on a Regularly Scheduled Work Day

Employee does not work on holiday

If the employee was scheduled to work more than their appointment percentage on the holiday, the employee should report the difference between the number of hours scheduled to work and the number of holiday hours earned as either **vacation leave, compensatory time, or approved leave without pay (LNN)**.

Example: An employee with a 50% appointment will receive 4 hours of holiday pay (8 x 50%), but is scheduled to work 6 hours on the day a holiday falls. The employee does not work on this day so they should report 2 hours of leave on the holiday to make up the difference between their scheduled shift and the paid holiday hours.

Note: If the employee was scheduled to work less than their appointment percentage on the holiday, they will need to reduce that week's schedule by the difference between the holiday hours earned and the hours scheduled to work.

Employee works on holiday

Report all hours worked on the holiday as Total Hours Worked. In addition, report all hours worked as either Holiday Premium Pay (HPP) or Comp Time Earned (CTO).

Example: An employee with an 80% appointment works 10 hours on a holiday. They would report 10 Total Hours Worked and 10 hours as either Holiday Premium Pay (HPP) or Comp Time Earned (CTO).

Holiday Falls on Regularly Scheduled Day Off

Employee does not work on holiday

Report hours based on appointment percentage as Holiday Comp Earned (HCP) on the holiday. Holiday Comp Earned is earned at straight time and gives the employee a comp day to use at a future date.

Example: An employee with a 50% appointment would report 4 hours of Holiday Comp Earned on their time sheet.

Employee works on holiday

Report all hours worked on the holiday as Total Hours Worked and Holiday Premium Pay (HPP) or Holiday Comp Worked (HCW). In addition, report hours based on appointment percentage as Holiday Comp Earned (HCP).

Example: An employee with an 80% appointment works 10 hours on a holiday. They would report 10 Total Hours Worked and 10 hours Holiday Premium Pay (HPP) or Holiday Comp Worked (HCW). In addition, they would report 6.4 hours of Holiday Comp Earned (HCP).

Collective Bargaining Agreement Language

The collective bargaining agreements detail specific rules for employees on alternate work schedules.

General Rules

Temporary Schedule Changes

If the supervisor wants to implement a schedule change to an alternate work schedule on a temporary basis the following provisions apply:

- **PSE** – Supervisor must provide 7 days written notice in advance of the change. If less than 7 days' notice is provided, the employee has the right to work their original schedule in addition to the modified schedule.
- **WFSE** – Supervisor must provide 5 days written notice in advance of the change. If less than 5 days' notice is provided, the employee has the right to work their original schedule in addition to the modified schedule.

Permanent Schedule Changes

If the supervisor wants to implement a permanent schedule change to an alternate work schedule the following provisions apply:

- **PSE** – Supervisor must provide 14 days' written notice in advance of any change. The day of notification is considered the first day of notice.

- **WFSE** – Supervisor must provide 10 days’ written notice in advance of any change. The day of notification is considered the first day of notice.

Employee-Requested Changes

An employee may request a change (temporary or permanent) to their schedule with approval from their supervisor with consideration to the operational and customer service needs of the position.

Supervisors who need assistance evaluating their employee’s request for a schedule change should contact Employee and Labor Relations at 650-4065 for assistance.

If an employee is requesting a schedule as a result of health-related issues, please contact Julie Moon, Disability Administrator, at 650-3771, prior to granting the employee’s request.

WFSE Collective Bargaining Agreement

Article 7.3.A.1, Alternate Work Schedules

Employees may be assigned to workweeks and work shifts of different lengths in order to meet business and customer service needs, or in response to an employee request as long as the work schedules comply with federal and state law. For full-time employees, alternate work schedules will contain two (2) consecutive days off unless the University and the employee mutually agree to an alternate schedule without two consecutive days off. The University may change the alternate work schedule in accordance with Article 7.3B. When there is a holiday, employees may be required to switch from their alternate work schedules to regular work schedules.

PSE Collective Bargaining Agreement

Article 12.2.B, Alternate Schedules

Alternate schedules consist of workweeks and/or work shifts of different lengths. Alternate schedules may be assigned to meet business and customer service needs. For full-time employees, alternate schedules will consist of forty (40) hours of work, with at least two (2) consecutive days off, in a seven (7) day period.

Frequently Asked Questions

Q: How does an employee with an alternate workweek schedule report paid or unpaid leave during a period when they do not work during the entire workweek?

A: The employee should report leave each day of the workweek based on their appointment percentage hours, not their alternate workweek schedule.

Example: An employee with a 75% appointment whose alternate workweek schedule is 10 hours per day, Monday-Wednesday, and takes paid or unpaid leave for an entire workweek should report 6 hours of leave per day, Monday-Friday instead of 10 hours of leave, Monday-Wednesday.

Q: How does an employee with an alternate workweek schedule report paid or unpaid leave when they return to work after being on leave in the middle of a workweek?

A: Report both leave and hours worked based on the alternate workweek schedule.

Example: An employee with a 75% appointment whose alternate workweek schedule is 10 hours per day, Monday-Wednesday and takes leave on Monday and works on Tuesday and Wednesday should report 10 hours of leave on Monday and 10 Total Hours Worked each day on Tuesday and Wednesday.

Q: What if an employee on an alternate workweek schedule begins or ends their employment in the middle of a workweek?

A: They should only work the number of available hours in the workweek based on their appointment percentage rather than work their alternate workweek schedule in their first or last week of employment.

Example: An employee with 100% appointment whose alternate workweek schedule is 10 hours per day, Monday-Thursday starts in their position on a Wednesday. The system will pay the employee for 24 hours (8 hours x 3 days) that workweek. Therefore, the employee only needs to work for 24 hours Wednesday-Friday. The employee can then begin working their alternate workweek schedule the following workweek.

Q: Who can I call with questions?

A: Contact Payroll at x2991 for time sheet reporting questions

Contact your HR Consultant for Collective Bargaining Agreement or policy questions

- BFA & UR – Kelsie Cagampang at x4065
- ESS & UA – Megan Galley at x2615
- AA – Gretchen Lucas at x2513