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Austin Compliance Center

Alternative Work Schedule Agreement

Article 1 - Purpose

This Agreement, together with the National Center IV Agreement (NC IV), and appropriate regulations and laws, establishes the terms and conditions of employment covering Alternative Work Schedules (AWS) for all AUCC bargaining unit employees.

Article 2 - Agreement Administration

- a. All employees may choose any of the work schedules available in NC IV, subject to availability, by submitting a written request to their manager. Availability includes, but is not limited to, such things as desk space and work coverage. The new tour of duty will be implemented at the beginning of the next pay period unless otherwise agreed.
- b. The AWS day off and AWS short day will be selected by individual employees. While AUCC employees can select any day as their short or day off, Customer Service Representatives and tax examiners in the ACS Branch can only select Thursday or Friday. The AWS day off for the Telecomputer Unit is the second Monday of the pay period. The short day is the first Monday of the pay period.
- c. It is agreed that an employee will be granted the right to change the AWS day off in holiday weekend situations, provided there is not a severe work interruption. The determining factor (in a tie situation) will be service computation date.
- d. Seasonal employees will have two weeks to select their tours after their return.
- e. Employees may request a change to their start time of any selected work schedules throughout the year.
- f. Whenever an employee is reassigned to a different area, the employee will be allowed to maintain their current tour and day off, if available in the new area.
- h. NTEU officers and stewards may choose a flexitour with credit hours regardless of their organization unit.
- i. On an occasional basis, employees on flexitour may vary their start time provided the variation will not cause a severe workload interruption; advance managerial approval is required.

Article 3 - Implementation

- a. Management will produce and distribute copies of this Agreement to all employees in work status and to those employees newly hired or returning to work from non-work status.
- b. The initial distribution will take place during formal meetings no later than 30 calendar days from the effective date of this Agreement. At such time, Management and NTEU will equally share available time discussing and answering questions about the Agreement. Management will provide a copy of this Agreement to all employees not attending the meetings.

Article 4 - Maintenance

Management will make a written reply to all AWS requests within three (3) working days, and if not approved the reason for disapproval.

Article 5 - Hours of Operation

Overall hours of operation are no earlier than 6:00am and no later than 1:30am, with the exception of employees with grandfather rights (Article 7) or in ACS and Customer Service. Day shift tours have start times beginning at 6:00am and every fifteen minutes until 9:00am. Night shift tours have start times beginning at 2:00pm and every 15 minutes until 5:00pm (except for those under Article 7). These times are available for all AWS tours of duty. Core times are defined as 9:00am to 2:00pm and 5:00pm to 10:00pm.

In ACS and Customer Service, the following tours and start/stop times are available:

ACS Branch Tax Examiner Units

Day Shift

Night Shift

Staggered 5/8 Plan

7:00am-3:30pm

3:30pm-12:00am

7:30am-4:00pm

4:00pm-12:30am

Flexitour with Credit Hours

7:00am-3:30pm

3:30pm-12:00am

7:30am-4:00pm

4:00pm-12:30am

ACS Branch Tax Examiner Units

5/4/9 Plan(Limited to the size of one unit)

7:00am-4:30pm
7:30am-5:00pm

3:00pm - 12:30am

ACS TELECOMPUTER UNIT

Staggered 5/8 Plan

8:00am-4:30pm

12:30pm-9:00pm

Flexitour with Credit Hours

8:00am-4:30pm

12:30pm-9:00pm

5/4/9 Plan

8:00am-5:30pm

11:30am-9:00pm

Customer Service Division

Staggered 5/8 Plan/Flexitour with Credit Hours

Every fifteen minutes between
7:00am and 9:30am

4:00pm to 12:30am

5/4/9 Plan

Every fifteen minutes between
7:00am and 8:30am

3:00pm to 12:30am

Article 7 - Grandfather Clause

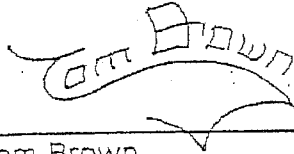
- a All employees with a tour ending after 1:30am at the time of execution of this agreement will be offered the option to select a new tour with a 2:30am stop time. After that election, the employee will be grandfathered to a 2:30am stop time as long as they remain in their branch or do not change their AWS tour choice.
- b There are twelve CSRs with a 6:30am start time who will be considered "grandfathered in" to that start time but no additional CSRs will be able to select that start time.

Article 8 - Employee, Union and Employer Rights

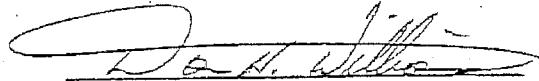
This Agreement does not waive any employee, union, or employer right or privilege guaranteed by statute, regulation, or NC IV.

Article 9 - Duration and Termination

This Agreement will become effective upon approval of the Agency head or 31 days from execution, whichever occurs first, and will remain in effect for the duration of the NC IV.



Tom Brown
President
NTEU Chapter 247



Don H. Williams
Director
Austin Compliance Center

3/1/96
Date

3-1-96
Date