

**From:** ORANEWS  
**Sent:**  
**To:** ORA All Employees  
**Subject:** Joint Communication for AWS Implementation

This guidance concerning the implementation of Alternate Work Schedules (AWS) is being issued jointly by ORA management and NTEU. As mentioned in a previous ORANEWS, the parties have worked closely together to clarify issues concerning AWS and to jointly develop clarifying guidance for ORA managers and staff.

This is an attempt to insure that the ORA AWS program is implemented in a manner consistent with the consolidated Collective Bargaining Agreement (CBA). It is designed to enable staff to adopt individualized work schedules that both meet employee needs and enable the Employer to carry out its mission effectively.

### **AWS Schedules**

FDA is committed to fair and equitable employee participation in AWS where the establishment of the schedule will not interfere with the ability of the organization to meet its workload and programmatic objectives. Both NTEU and the ORA recognize that specific job requirements may not allow for the same degree of personal choice for all employees.

Only those employees who seek to commence working AWS or to change from one AWS to another need apply. Employees on an AWS that is not in conflict with the CBA can continue that AWS schedule. Employees who were participating in Any 40 or 80 authorized schedules under the previous CBA do not need to reapply, but must now, with supervisory approval, specify the days they will work and the number of hours to be worked on each of those days. FDA and NTEU strongly encourage employees and supervisors to document both the request and the approval of the request in writing. When HHS and NTEU agree to an AWS form, that form will be used for employees seeking to commence working AWS and for changing from one AWS to another.

Any AWS schedule requested and approved after October 1, and in accordance with the current CBA, may remain in effect unless an employee wishes to submit a request to modify the schedule based on this joint guidance.

Permanent changes to the approved AWS schedule may be pursued under Article 25, Section 9; temporary changes may be requested by employees and approved by supervisors consistent with Article 25, Section 5. C. 3).

If an employee's request for an AWS schedule is denied, supervisors will explain the reasons for the denial to the employee orally or if requested, in writing, in accordance with the CBA Article 25, Section 8. D.

### **Breaks**

One 15 minute break is authorized during the first half of the work day and another 15 minute break is authorized during the second half.

### **Implementation Dates**

Breaks under this guidance are implemented as of the date of issuance. AWS Schedules that are consistent with the new consolidated Collective Bargaining

Agreement (CBA) will be implemented as of January 16, 2011. This delay will allow employees the opportunity to submit requests consistent with this guidance.

Jim Strachan, Director  
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