

Department of Behavioral Health
TRANSMITTAL LETTER

SUBJECT Alternative Work Schedules (AWS)		
POLICY NUMBER DBH Policy 717.3A	DATE JUN 22 2018	TL# 317

Purpose. Alternative Work Schedules (AWS) allow managers and supervisors to meet their program goals while providing an opportunity for employees to have more flexibility to balance work and family responsibilities, take advantage of educational opportunities, become involved with volunteer activities, etc.¹ The revisions establish the new procedures for requests, renewal, and approval process of the AWS (see sections 5 and 7). The Telecommuting Program is addressed in DBH Policy 717.4A.

Applicability. This policy applies to DBH-wide full-time and part-time employees. The requirements of this policy are subject to the provisions of applicable DBH collective bargaining agreements.

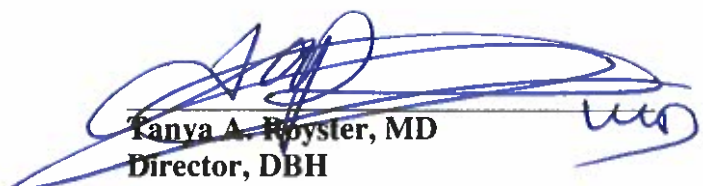
Policy Clearance. Reviewed by affected responsible staff and cleared through appropriate Behavioral Health Authority (BHA) offices.

Effective Date. This policy is effective FY 2019. New requests and renewals/re-applications for AWS shall be submitted April through June 2019. Approved new requests and renewals/re-applications for AWS schedules will go into effect October 1, 2019.


Superseded Policy. DBH Policy 717.3, same subject, dated December 17, 2013.

Distribution. This policy will be posted on the DBH web site in PDF format at www.dbh.dc.gov by clicking "About DBH" (top section), then choosing "Policies and Rules" and following the policy number. The WORD version is available upon request from the Policy Division, emails: keri.nash@dc.gov or ana.veria@dc.gov.

Applicable entities are required to ensure that affected staff is familiar with the contents of this policy.


Tanya A. Royster, MD
Director, DBH

¹ https://dchr.dc.gov/sites/default/files/dc/sites/dchr/publication/attachments/aws_guide.pdf

GOVERNMENT OF THE DISTRICT OF COLUMBIA  DEPARTMENT OF BEHAVIORAL HEALTH	Policy No. 717.3A	Date JUN 22 2018	Page 1
	Supersedes DBH Policy 717.3, same subject, dated December 17, 2013.		

Subject: Alternative Work Schedules

1. **Purpose.** Alternative Work Schedules (AWS) allow managers and supervisors to meet their program goals while providing an opportunity for employees to have more flexibility to balance work and family responsibilities, take advantage of educational opportunities, become involved with volunteer activities, etc.¹ The revisions establish the new procedures for requests, renewal, and approval process of the AWS (see sections 5 and 7). The Telecommuting Program is addressed in DBH Policy 717.4A.
2. **Applicability.** This policy applies to DBH-wide full-time and part-time employees. The requirements of this policy are subject to the provisions of applicable DBH collective bargaining agreements.
3. **Authority.** D.C. Official Code § 1-612.01 (2006 Repl.); District Personnel Manual (DPM) Chapter 12, Hours of Work, Legal Holidays and Leave, dated, June 3, 2016, D.C. Municipal Regulations 6B-1201 *et seq.*
4. **Definitions.**
 - 4a. Alternative Work Schedule (AWS) – refers to flexible work schedules and compressed work schedules. AWS replaces the traditional eight (8) hour workday with a workday that comprises a core time when all employees are required to be present at work.
 - 4b. Compressed Work Schedule (CWS) - contingent on supervisory approval, this schedule allows the employee to schedule his/her 80-hour biweekly workweek for less than 10 workdays. The basic workday may exceed 8 hours not including overtime. Part-time DBH employees are excluded from participation in CWS.
 - 4c. Core Hours – a fixed block of time during which an employee under an AWS agreement is required to be present for work. The DBH's core hours for the AWS Program are 9:30 a.m. to 3:30 p.m., Monday through Friday.
 - 4d. Flexible Work Schedule (FWS) – contingent on supervisory approval, allows an employee to determine his/her own schedule within the designated core hours. There are two options under the FWS: the Variable Day Schedule (VDS) and the Flexible Work Day (FWD), which are both described in Section 6.a. of this policy.
 - 4e. Exempt Time Off – Exempt time off is time off granted to FLSA-exempt employees at grades 14 and below for work performed in excess of eighty (80) hours in a bi-weekly pay period.

¹ https://dchr.dc.gov/sites/default/files/dc/sites/dchr/publication/attachments/aws_guide.pdf

4f. Subordinate Components - any organizational unit that reports (directly or indirectly) to the Chief Executive Officer of Saint Elizabeths Hospital as applicable, or to a Behavioral Health Authority (BHA) Division Director and the Administrator.

5. Guidelines for Alternative Work Schedules.

5a. AWS shall be offered on an equal basis to all employees of the Department of Behavioral Health with the following exception: The Chief Executive Officer of Saint Elizabeths Hospital and BHA Administration Directors/equivalents may determine that the work of certain subordinate components of their organization is not conducive to an AWS and may restrict the option to work AWS to certain components of their organization. The business reasons for the exemption shall be documented and provided through the DBH Chief Operating Officer to the Division of Human Resources for necessary reporting purposes.

5b. The decision to approve the AWS request or retain an employee on AWS shall be based on considerations found in Section 7.

5c. The decision of the Chief Executive Officer of Saint Elizabeths Hospital or the BHA Administration Directors/equivalents regarding exempting certain subordinate components within their organization from participation in AWS may be reviewed by the DBH Director or designee, upon request. The decision of the Director is final and not appealable.

5d. The following are the approving authority, and each person's signature is required beginning with the manager the employee reports to and continuing up to the DBH Director:

- a. Section Chief (Saint Elizabeths Hospital ONLY)
- b. Branch Chief
- c. Division Director
- d. Administration Director
- e. Director, DBH

5e. Any DBH unit that has employees who work on various shifts (different from the standard day shift) where AWS is feasible as determined by supervisor for those employees shall develop means or internal procedures to allow participation, where necessary, or as applicable. Those procedures will provide for necessary differences in hours of work, pre-set schedules, etc., but shall be consistent with current D.C. law and regulations.

5f. The hours of work for this AWS Program are from 7:00 a.m. to 7:00 p.m. each day (except those individuals specified in 5d above). No AWS can start before 7:00 a.m. nor end after 7:00 p.m., unless extenuating circumstances are presented and request is approved by the Director.

Note: When an employee who has AWS takes annual leave, the employee has to enter in the amount of hours of leave that the employee would have normally worked that day. For example, if the employee works 9 days and the 10th day is off, if on a Tuesday the employee normally works 9 hours and takes annual leave that day, the employee needs to put 9 hours of leave (not 8).

5g. All DBH employees who work regular hours of work (excluding alternative shifts and 12-hour shifts) and are approved for AWS are required to be present between the core hours of 9:30 to 3:30 each workday (except for authorized lunch periods). Those who fall under section 5d above shall develop internal procedures consistent with this policy.

5h. Overtime shall not apply to the hours of work that constitute an AWS for an employee.

5i. Part-time DBH employees may participate in the flexible work schedule, but cannot participate in the compressed work schedule.

5j. Employees and supervisors must observe all pertinent time and attendance, leave, and pay regulations when an AWS is established. Overtime and compensatory time, or exempt time off, are to be approved in advance using existing procedures. Leave usage will be charged based on the approved AWS (for example, as described in Section 5e, if an employee is off on a 9-hour work day, he/she will be charged 9 hours leave).

5k. Nothing in this policy prohibits a supervisor from approving an AWS application for an employee who has received corrective or disciplinary action, is on a performance improvement plan, or has received an official "Inadequate" or "Marginal" performance rating.

5l. A six-month review shall be conducted on the employee's AWS participation. The supervisor may also return the employee, at any time, to his or her regular tour of duty if the supervisor determines that the employee's performance is impacted by the AWS negatively (Also, see section 7a (7) below).

The supervisor shall notify the employee in writing and provide any supporting documentation if the AWS has been denied, adjusted, removed, or revoked. The section on adjustments and revocations (section 7b(2)b) below must be followed.

5m. If a supervisor revokes AWS approval, the employee shall return to the tour of duty that existed prior to receiving approval for the AWS, unless the tour of duty has been changed by the employee's supervisor in accordance with applicable rules.

5n. Any provision on AWS contained in an approved DBH collective bargaining agreement (CBA) takes precedence over the AWS provisions of the D.C. personnel regulations, DPM, and the Guide² for employees covered by such a CBA, to the extent that there is a difference.

6. **Types of Alternative Work Schedules.** (See Exhibit 1, Options on Alternative Work Schedules [AWS]). There are two types: (1) Flexible Work Schedule (with two options), and (2) Compressed Work Schedule.

6a. **Flexible Work Schedule (FWS).** A Flexible Work Schedule (FWS) shall not be combined with a compressed work schedule (CWS) or telecommuting work schedule. Two options are offered below. Option 1 and 2 may not be combined.

² https://dchr.dc.gov/sites/default/files/dc/sites/dchr/publication/attachments/aws_guide.pdf

Option 1

(1) **Variable Day Schedule (VDS)** allows the employee to vary his/her tour of duty for each day within the week with a pre-set schedule. Components of the VDS are:

- (a) In the case of a full-time employee, the employee works an 8-hour day and must work a forty (40) hour workweek.
- (b) In the case of a part-time employee, the employee works the scheduled number of hours each day during a basic workweek of less than forty (40) hours.
- (c) Working any arrangement of hours between 7:00 a.m. 7:00 p.m. constitutes a valid workday, as long as the core hours are observed. If employee requires to have a tour of duty outside of the core hours, extenuating circumstances must be presented and request is approved by the Director.
- (d) The working hours in each day of the basic workweek need not be the same.

Option 2

(2) **Flexible Work Day (FWD)** is an individualized tour of duty which differs from a regular basic work week primarily by the daily flexible start and stop times. Daily pre-approval is not required. Components of the FWD are:

- (a) Employees may select a starting and stopping time each day.
- (b) Employees may be granted up to thirty (30) minutes daily flexibility in the beginning and ending time of an approved tour of duty, but not prior to 7:00 a.m. or after 7:00 p.m.). No AWS can commence prior to 7:00 a.m. nor end after 7:00 p.m., unless extenuating circumstances are presented and request is approved by the Director.

Example of 30 minute flex: If the tour of duty is 9:00 a.m. - 5:30 p.m., the employee may arrive as early as 8:30 a.m. or as late as 9:30 a.m. (the beginning of the core period), and would end his/her day as early as 5:00 p.m. or as late as 6:00 p.m.

- (c) Employees may also be granted up to sixty (60) minutes daily flexibility in the beginning and ending time of an approved tour of duty, but not prior to 7:00 a.m. or after 7:00 p.m. No AWS can commence prior to 7:00 a.m. nor end after 7:00 p.m., unless extenuating circumstances are presented and request is approved by the Director

Employees may be required to make adjustments to attend mandatory meetings, etc.

6b. **Compressed Work Schedule (CWS, [must be a full-time employee]).**

- (1) CWS allows employees to schedule their 40-hour workweeks on fewer than five (5) days.
 - (2) The basic non-overtime workday may exceed eight (8) hours.
-

(3) The tour of duty for each employee under a CWS may not exceed ten (10) hours for any workday.

(4) There are 2 basic types of CWS: a 4-day workweek with 1 day off each week; or eight 9 hour days, one 8 hour day, and 1 day off in either week.

(5) A CWS shall not be combined with a FWS, or regular Telecommuting work schedule.

7. Application, Approval and Appeal Process.

7a. Employee shall:

(1) **New requests.** Submit new requests for AWS from April 1 to June 30 of the current Fiscal Year (FY) to be effective during the first day of the next FY. In order to obtain authorization to participate in the AWS program, employees shall:

a. Submit application within the enrollment period (April 1st through June 30th) to qualify for AWS participation for the following FY.

b. If June 30 deadline is missed, the employee must await the following year's enrollment period to apply.

c. Apply for a new AWS agreement by completing Form DBH 27, Request for Alternative Work Schedule (Exhibit 2) for approval.

d. Manager may provide a special exception for an employee to apply for AWS outside of the designated application period under extenuating circumstances only.

(2) **Renewals/Re-applications.** Submit renewal/re-application requests for AWS. The AWS re-enrollment period is from April 1 to June 30 of the current FY to be effective October 1 of the following FY. In order to obtain authorization to participate in AWS program, employees shall:

a. Submit their application within the enrollment period (April 1st through June 30th) to qualify for AWS participation in the following FY.

b. If June 30 deadline is missed, the employee must wait until the following year's enrollment period to apply.

c. Re-apply for current AWS agreement by completing Form DBH 27, Request for Alternative Work Schedule (Exhibit 2) for approval.

d. Manager may provide a special exception for an employee to apply for AWS outside of the designated application period under extenuating circumstances only.

(3) **Approval for new requests and renewals/re-applications.** Obtain supervisory approvals

for new requests or renewal/re-applications of current AWS. The form shall be signed by the required individuals. Approving authorities are found in section 5c, from immediate supervisor to the Director of DBH, depending on the employee's chain of command.

(4) Change in AWS Schedule. Employee may request a change in AWS schedule twice within the calendar year (outside of the enrollment period). Employee must remain on the current/approved schedule for a minimum of ninety (90) days before a change to AWS schedule can be requested.

(5) Ending participation. Submit a written request to the immediate supervisor at any time if he/she wishes to end participation in an AWS and return to the standard work schedule. Employees may not change an approved AWS to a different AWS without completing another Form DBH 27. Any change to an AWS must be approved before further changes to the employee's work schedule.

(6) Appeals. If he/she wishes, submit an appeal application (see Exhibit 3, Form DBH 31) within ten (10) calendar days of the denied request for AWS to the second level supervisor or equivalent. If not resolved at that level, the employee may submit through the normal chain of command to the DBH Director. The appeal may be resolved at any level; however, the DBH Director's decision is final. The employee shall be given the response to the appeal at each level within seven (7) calendar days from the date of the appeal. If decision has not been made within the time period, the supervisor at that level shall give a justification of the delay and a date for resolution.

(7) Participation in the AWS Program can be revoked at the discretion of a supervisor based on deciding factors in section 7b below (also, see section 5l above).

7b. Supervisor shall:

(1) Considerations for decision-making.

a. Immediate supervisor shall review and decide on the employee's Request for AWS. Immediate supervisor shall write a justification that responds to each of the following deciding factors: operational needs of the program, office/work coverage, consumer/customer service needs, employee duty requirements, ability to monitor work, employee work history, as well as the needs of the employee.

b. Each higher level supervisor shall review and decide on the employees' Request for AWS, while considering the immediate supervisor's written response and the deciding factors as they relate to the higher level supervisor.

c. When there are more AWS requests than can be accommodated for a particular AWS choice/time, use fair and reasonable deciding factors (e.g., the employee service computation date).

d. Revoking an individual employee's participation in the AWS Program must not be for frivolous, arbitrary, or capricious reasons; only if the employee fails to observe the requirements of the Program as outlined in this policy.

(2) Timelines.

a. Initial application or renewal. Ensure that approval or denial of AWS for an employee signed by authorized approving authority (see sec. 5c) is within fifteen (15) calendar days from the date of receipt of submission.

b. Adjustments and revocations. Make sure that employee is provided with a written notification and justification for adjusting and revoking a current AWS agreement signed by authorized approving authority at least fifteen (15) calendar days prior to implementation.

(3) Total hours. Provide evidence that an employee with an AWS has eighty (80) hours per pay period or the approved part-time hours (e.g., using approved leave), monitor hours worked and approve only the hours that are worked, and ensure that employees adhere to the guidelines of this AWS policy.

8. “In lieu of Holiday”

When a holiday falls on an employee’s FWS or a scheduled AWS day off, the employee’s preceding workday is designated as the “in lieu of holiday”. Employees should be aware that in the event a holiday falls on an employee’s non-workday on a Sunday, the subsequent workday is the designated “in lieu of holiday”.

9. Division of Human Resources (DHR) Responsibilities. DHR is responsible for:

9a. Implementing the overall AWS Program;

9b. Informing the unions of any component within DBH that is excluded from specific options of the AWS Program;

9c. Providing information to managers, supervisors, and employees about the AWS Program; and

9d. Reviewing and resolving issues and concerns associated with the operations of the AWS Program.

10. Exhibits.

Exhibit 1 - Options on Alternative Work Schedules (AWS)

Exhibit 2 - Form DBH 27, Request for Alternative Work Schedule

Exhibit 3 - Form DBH 28, Appeal Application

Approved by:

Tanya A. Royster, MD
Director, DBH


(Signature)


(Date)

**OPTIONS ON ALTERNATIVE WORK SCHEDULES (AWS) for
 Flexible Work Schedules and Compressed Work Schedules
 Core hours 9:30 to 3:30
 (No ASW can commence prior to 7:00 a.m., nor end after 7:00 p.m.)**

1. Flexible Work Schedules (FWS), the two Options are:

- **Variable Day Schedule – Option 1**

Example: An employee with a standard tour of duty from 8:15 a.m. to 4:45 p.m., Monday through Friday, requests the following pre-set variable day schedule.

FIRST WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
START TIME:	7:30 A.M.	8:30 A.M.	9:00 A.M.	9:00 A.M.	7:30 A.M.
END TIME:	4:00 P.M.	5:00 P.M.	5:30 P.M.	5:30 P.M.	4:00 P.M.
HOURS WORKED:	8	8	8	8	8
TOTAL WORKED:	40				
SECOND WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
START TIME:	7:30 A.M.	8:30 A.M.	9:00 A.M.	9:00 A.M.	7:30 A.M.
END TIME:	4:00 P.M.	5:00 P.M.	5:30 P.M.	5:30 P.M.	4:00 P.M.
HOURS WORKED:	8	8	8	8	8
TOTAL WORKED:	40				

- **Flexible Work Day Schedule – Option 2**

Two alternatives (30 minutes or 60 minutes) are available under Option 2.

Example of a 30 minute flexible work day schedule with a standard tour of duty from 8:30 a.m. to 5:00 p.m.

FIRST WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
START TIME:	8:00 A.M.	9:00 A.M.	8:00 A.M.	8:30 A.M.	9:00 A.M.
Early arrival or late arrival	30 MIN early	30 MIN late	30 MIN early	As scheduled	30 MIN late
END TIME:	4:30 P.M.	5:30 P.M.	4:30 P.M.	5:00 P.M.	5:30 P.M.
HOURS WORKED:	8	8	8	8	8
TOTAL WORKED:	40				

Example of a 60 minute flexible work day schedule with a standard tour of duty from 8:30 a.m. to 5:00 p.m.

SECOND WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
START TIME:	7:30 A.M.	9:30 A.M.	7:30 A.M.	8:30 A.M.	9:30 A.M.
Early arrival or late arrival	60 MIN early	60 MIN late	60 MIN early	As scheduled	60 MIN late
END TIME:	4:00 P.M.	6:00 P.M.	4:00 P.M.	5:00 P.M.	6:00 P.M.
HOURS WORKED:	8	8	8	8	8
TOTAL WORKED:	40				

2. Compressed Work Schedule (CWS) – CWS have predetermined tours of duty, i.e., the days of the week and times of work each day. The following are 2 examples of CWS:

- Four-Day (4-Day) Model – 10 hours a day for 4 days a week.

Example: An employee with a standard tour of duty from 7:00 a.m. to 3:30 p.m., Monday through Friday, requests the following CWS:

FIRST WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
START TIME:	7:00 A.M.	7:00 A.M.	7:00 A.M.	7:00 A.M.	OFF
END TIME:	5:30 P.M.	5:30 P.M.	5:30 P.M.	5:30 P.M.	
HOURS WORKED:	10	10	10	10	
TOTAL WORKED:	40				
SECOND WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
START TIME:	7:00 A.M.	7:00 A.M.	7:00 A.M.	7:00 A.M.	OFF
END TIME:	5:30 P.M.	5:30 P.M.	5:30 P.M.	5:30 P.M.	
HOURS WORKED:	10	10	10	10	
TOTAL WORKED:	40				

- **Nine-Day Model** – 9 hours a day for 8 days, 8 hours a day for 1 day:

Example: An employee with a standard tour of duty from 8:15 a.m. to 4:45 p.m., Monday through Friday, request the following CWS:

FIRST WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
START TIME:	8:00 A.M.	8:00 A.M.	OFF	8:00 A.M.	8:00 A.M.
END TIME:	5:30 P.M.	5:30 P.M.		5:30 P.M.	5:30 P.M.
HOURS WORKED:	9	9		9	9
TOTAL WORKED:	36				
SECOND WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
START TIME:	8:00 A.M.	8:00 A.M.	8:00 A.M.	8:00 A.M.	8:00 A.M.
END TIME:	5:30 P.M.	5:30 P.M.	5:30 P.M.	5:30 P.M.	4:30 P.M.
HOURS WORKED:	9	9	9	9	8
TOTAL WORKED:	44				



GOVERNMENT OF THE DISTRICT OF COLUMBIA
 Department of Behavioral Health

REQUEST FOR ALTERNATIVE WORK SCHEDULE (AWS)

Employee (Print Name): _____ Administration: _____
 Division: _____ Branch: _____
 Position Title/Series/Grade: _____
 Immediate Supervisor: _____
 Office Location: _____

I. Identify the type of AWS requested:

1. _____ Variable Day Schedule (with pre-set variable daily start/stop times)
 2. _____ Flexible Work Day: 30 minutes 60 minutes
 3. _____ Compressed Time Preferred Off-Day: 1st Choice: _ 2nd Choice _____
- Indicate Desired Compressed Schedule: 10 hour-days 9 hour-days/one 8 hour-day

Proposed effective date for AWS: _____

II. The employee hereby requests the following AWS (To be Completed by the Employee):

FIRST WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
START TIME:					
END TIME:					
HOURS WORKED:					
TOTAL WORKED:					
SECOND WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
START TIME:					
END TIME:					
HOURS WORKED:					
TOTAL WORKED:					



III. This section is to be completed by Immediate Supervisor (Branch Chief or Higher):

Please provide a written response for each of the following deciding factors (additional justification may be attached):

Will AWS affect operations of your Branch/Division/Administration?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><i>If Yes, Describe How:</i></p> <p><i>If No, Provide Explanation:</i></p>	
Can you ensure coverage to meet needs during regular business hours (9 am to 5 pm) and days when the employee is not present?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><i>If Yes, Describe How:</i></p> <p><i>If No, Provide Explanation:</i></p>	
Can you ensure needs of consumers and other customers continue to be met?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><i>If Yes, Describe How:</i></p> <p><i>If No, Provide Explanation:</i></p>	
Are employee's duties amendable to AWS?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><i>If Yes, Describe How:</i></p> <p><i>If No, Provide Explanation:</i></p>	
Does employee's work history support AWS?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><i>If Yes, Describe How:</i></p> <p><i>If No, Provide Explanation:</i></p>	

JUN 22 2018



RECOMMENDATION:

- AWS Approved AWS Approved with modification
- AWS Disapproved (If the recommendation is to disapprove, specify reason(s) below):

Reasons if not approved:

If approved, this AWS shall take effect on: _____

Immediate Supervisor Signature

Date

IV. This section is to be completed by Second Level Supervisor (Division Chief or Higher)/Equivalent:

- AWS Approved AWS Approved with modification
- AWS Disapproved (If the recommendation is to disapprove, specify reason(s) below):

Reasons if not approved:

Print Name: _____

Title: _____

Second Level Supervisor/Equivalent

Date



V. This section is to be completed by the Third Level Supervisor (Administrative Director)/Equivalent:

AWS Approved AWS Approved with modification

AWS Disapproved (If the recommendation is to disapprove, specify reason(s) below):

Reasons if not approved:

Print Name: _____

Title: _____

Third Level Supervisor/Equivalent **Date**

VI. This section is to be completed by the DBH Director:

AWS Approved AWS Approved with modification

AWS Disapproved (If the recommendation is to disapprove, specify reason(s) below):

Reasons if not approved:

Print Name: Dr. Tanya A. Royster, Director

Director/Designee **Date**

**ALTERNATE WORK SCHEDULE PROGRAM
APPEALS APPLICATION**

Any employee whose request for participation in an option of the Alternate Work Schedule Program has been denied by his or her immediate supervisor may submit an appeal within ten (10) calendar days of the decision. The appeals application must include a detailed justification substantiating the request for reconsideration. **A copy of the denied application must be attached.**

Appeal Levels:

- The appeals application must be submitted to the 2nd (next)-level supervisor or manager.
- If the employee is dissatisfied with the decision rendered by the 2nd-level supervisor or manager, he/she may request a review of that decision through the normal chain of command to the DBH Director/designee. The appeal may be resolved at any level in the supervisory chain; however, if the DBH Director/designee renders the decision, it is final and not appealable.

Employee Information:

Employee Name _____

Title _____

Grade/Step _____

Program _____

Immediate Supervisor _____

Work Schedule Option Selected:

1. _____ Variable Day Schedule
2. _____ Flexible Work Day: 30 minutes 60 minutes
3. _____ Compressed Schedule: 10 hour days 9 hour days/one 8 hour

Written Justification/Reason for Appeal: *(Please attach additional sheets if necessary)*

Employee Signature

Date

Deciding Official 2nd level supervisor:

_____ Appeal Granted _____ Appeal Denied

Justification for Denial: *(Please attach additional sheets if necessary)*

Name _____ Title _____
(Print)

Signature _____ Date _____

If Appealed to Deciding Official third-level supervisor:

_____ Appeal Granted _____ Appeal Denied

Justification for Denial: *(Please attach additional sheets if necessary)*

Name _____ Title _____
(Print)

Signature _____ Date _____

If Appealed to Deciding Official fourth level supervisor:

_____ Appeal Granted _____ Appeal Denied

Justification for Denial: *(Please attach additional sheets if necessary)*

Name _____ Title _____
(Print)
Signature _____ Date _____

If Appealed to Deciding Official DBH Director:

_____ Appeal Granted _____ Appeal Denied

Justification for Denial: *(Please attach additional sheets if necessary)*

Name _____ Title _____
(Print)
Signature _____ Date _____

A copy of the decision must be submitted to the AWS and Telecommuting Program Coordinator in the Division of Human Resources at the Behavioral Health Authority, 64 New York Ave., NE, Washington, DC.
