

## **UNDERSTANDING ALTERNATE WORK (AWS) SCHEDULE CODES AND THEIR RELATIONSHIP TO THE MASTER EMPLOYEE RECORD (MER) SUPPLEMENTAL RECORD (FIREFIGHTERS)**

ALTERNATE WORK SCHEDULE (AWS) HAVE BEEN SET UP TO ACCOMMODATE THE ACTIVITY/EMPLOYEE WORK REQUIREMENT TO ALLOW WORK FLEXIBILITY. THESE ARE RELATED TO THE MASTER EMPLOYEE RECORD (MER), THE TYPE OF EMPLOYEE DETERMINES WHAT IS THE CORRECT OR BETTER AWS CODE TO USE. EVERY EMPLOYEE HAS ONE IN THEIR WORK SCHEDULE.

**THIS INFORMATION IS FOUND IN THE DCPS MANUAL SECTION “H” 6-34.**

**THE FOLLOWING CODES ARE USED IN DCPS:**

**0: NOT ON AWS**, EMPLOYEE HAS A BASIC WORKWEEK REQUIREMENT OF FIVE 8 HOURS DAYS, 40 HOURS PER WEEK, 80 HOURS BIWEEKLY.

**1: FLEXITOUR**, IS A FLEXITOUR THAT CONSIST OF FIVE 8-HOUR DAYS, 40 HOURS PER WEEK, 80 HOURS BIWEEKLY. EMPLOYEE HAS A FIXED ARRIVAL TIME.

**2: GLIDING SCHEDULE**, THE EMPLOYEE HAS A BASIC REQUIREMENT OF FIVE 8 HOUR DAYS, 40 HOURS WEEKLY AND 80 HOURS BIWEEKLY. EMPLOYEE MAY VARY ARRIVAL AND DEPARTURE.

**3: VARIABLE SCHEDULE**, THE EMPLOYEE HAS A BASIC REQUIREMENT OF FIVE 8 HOUR DAYS, 40 HOURS WEEKLY AND 80 HOURS BIWEEKLY. EMPLOYEE MAY VARY ARRIVAL AND DEPARTURE TIMES, LENGTH OF THE WORKDAY WITHOUT NOTIFICATION.

**4: VARIABLE WEEK SCHEDULE**, EMPLOYEE HAS A BASIC WORK REQUIREMENT OF 80 HOURS BIWEEKLY. EMPLOYEE MAY VARY ARRIVAL AND DEPARTURE TIMES, LENGTH OF THE WORKDAY AND WORKWEEK WITHOUT NOTIFICATION.

**5: MAXIFLEX WORK SCHEDULE**, EMPLOYEE HAS A BASIC WORK REQUIREMENT OF 80 HOURS BIWEEKLY. EMPLOYEE MAY WORK LESS THAN 5 DAYS PER WEEK AND/OR LESS THAN 10 DAYS DURING THE BIWEEKLY PAY PERIOD, AND VARY ARRIVAL/DEPARTURE TIMES.

**6: COMPRESSED SCHEDULE**, EMPLOYEE WORK REQUIREMENT OF 80 HOURS BIWEEKLY. THE HOURS IN A WEEK CAN VARY, BUT THE NUMBER OF REGULAR HOURS EACH WORKDAY MUST BE SCHEDULED.

**7: FIRST FORTY**, EMPLOYEE WORK REQUIREMENT IS 40 HOURS EACH WEEK AND 80 HOURS BIWEEKLY. NUMBER OF HOURS IN A DAY CAN VARY (0-24).

**8: COMPRESSED WORK SCHEDULE**, EMPLOYEE BASIC WORK REQUIREMENT IS 40 HOURS EACH WEEK AND 80 HOURS BIWEEKLY. THE NUMBER OF HOURS MUST BE SCHEDULED FOR EACH WORKDAY

**D: VARIABLE WORK SCHEDULE**, BASIC WORK REQUIREMENT OF 80 HOURS BIWEEKLY. EMPLOYEE MAY VARY ARRIVAL AND DEPARTURE TIMES, LENGTH OF THE WORKDAY AND WORKWEEK WITHOUT NOTIFICATION.

**E: MAXIFLEX WORK SCHEDULE**, THE EMPLOYEE HAS A BASIC WORK REQUIREMENT OF 80 HOURS BIWEEKLY. EMPLOYEE MAY WORK LESS THAN 5 DAYS PER WEEK AND/OR LESS THAN 10 DAYS DURING THE BIWEEKLY PAY PERIOD, AND VARY ARRIVAL/DEPARTURE TIMES. CORE TIME IS ONLY REQUIRED 3 DAYS A WEEK.

MOST FREQUENTLY ASKED QUESTIONS:

**1. WHAT AWS CODE WOULD BE BEST FOR AN OPEN SCHEDULE? (NON-DAILY TOUR).**

IT DEPENDS ON WHAT'S THE EMPLOYEE WORK REQUIREMENT. NORMALLY AWS CODES 4 AND 5 ARE USED FOR THIS NON DAILY TOUR.

AWS CODE 4, ALLOWS EMPLOYEE TO ARRIVE/DEPART AT ANY TIME. THE HOURS IN THE DAY OR WORKWEEK CAN BE, AS EMPLOYEE WANTS WITHOUT ANY NOTIFICATION AS LONG AS THE BIWEEKLY HOURS ARE MET.

AWS CODE 5, EMPLOYEE IS ALLOWED TO WORK LESS THAN 5 DAYS PER WEEK OR LESS THAN 10 DAYS PER BIWEEKLY PAY PERIOD AND VARY ARRIVAL AND DEPARTURE TIMES. CORE HOURS ARE REQUIRED FOR 3 DAYS A WEEK.

CREDIT HOURS IS AUTHORIZED FOR BOTH AWS CODES 4 AND 5. OVERTIME AND COMPTIME IS ALSO ALLOWED, BUT THE RULE FOR OVERTIME STILL HAS TO BE MET (8 HOURS PER DAY OR 40 HOURS PER WEEK).

**2. IF AND AWS CODE 6 IS USED, WHEN DOES EMPLOYEE BEGIN TO EARN OVERTIME?**

AWS 6 BASIC WORK REQUIREMENT IS 80 HOURS BIWEEKLY. HOURS IN THE WEEK CAN VARY, BUT THE NUMBER OF HOURS EACH DAY MUST BE SCHEDULED. OVERTIME BEGINS AFTER YOU HAVE COMPLETED YOUR SCHEDULED DAILY TOUR. EXAMPLE 8 HOURS PER DAY OR 9 HOURS PER DAY AFTER THIS OVERTIME WILL START.

**3. WHAT IS THE DIFFERENCE BETWEEN AWS CODES 5 AND E?**

THE WORK REQUIREMENT IS THE SAME, BUT THE DIFFERENCE IS THAT AWS 5 IS THAT FLSA IS COMPUTED ON A BIWEEKLY BASIS. IF EMPLOYEE WORKS OVER THE 40 HOURS WEEKLY IS ASSUMED TO HAVE BEEN A REQUEST FROM THE EMPLOYEE AND SHOULD BE CHARGED TO CREDIT HOURS.

ON THE CONTRARY THE AWS E, FLSA IS COMPUTED ON A WEEKLY BASIS AND HOURS WORKED IN EXCESS OF 40 HOURS ARE ASSUMED BY THE SYSTEM THAT THE ACTIVITY REQUESTED THE EMPLOYEE TO WORK OVER. THESE HOURS SHOULD NEVER BE REPORTED AS CREDIT HOURS.

**4. WHAT IS THE DIFFERENCE BETWEEN AWS CODES 3 AND 8?**

AWS 3 HAS A WORKWEEK REQUIREMENT OF 40 HOURS AND 80 HOURS BIWEEKLY EMPLOYEE MAY VARY ARRIVAL, DEPARTURE AND LENGTH OF WORKDAY WITHOUT NOTIFICATION.

AWS 8 WORK REQUIREMENT IS 40 HOURS WEEKLY AND 80 HOURS BIWEEKLY NUMBER OF HOURS EACH MUST BE SCHEDULE.

**5. HOW IS FLSA COMPUTED FOR THE DIFFERENT AWS CODES?**

FOR AWS CODES 1, 2 AND 3, FLSA IS COMPUTED ON A 40 HOURS IN A WEEK IF THE FLSA CATEGORY IS NONEXEMPT.

FOR AWS CODES 4, 5 AND 6 FLSA IS COMPUTED ON A BIWEEKLY BASIS.

FOR AWS D AND E IS COMPUTED ON A WEEKLY BASIS.

**FIREFIGHTERS ARE ALWAYS AWS 0, THIS INCLUDES PERSONNEL WITH A BIWEEKLY SCHEDULE OF 112, 120 OR 144.**