

# CAPS PROPOSAL

**Bargaining Unit:** 10

**Date:** December 2,  
2020; 11:32AM

**Exclusive Representative:** CAPS

**Article:** 7

**Subject:** Hours of Work and Overtime

## 7.2 Alternative Work Schedules

- A. Alternative work schedules include but are not limited to: Alternate Work Week Schedules (AWWS); Flexible Work Hours or Flextime; or Reduced Work Hours or Reduced Work Time Schedules, as provided in Government Code 19996.19 et seq.
- B. Upon request of a Unit 10 employee or an authorized CAPS representative, a department designee shall meet with such employee or representative and consider requests for establishment of an alternative work schedule, ~~flextime, telecommute schedule or reduced work time~~ for a Unit 10 employee. ~~The request shall not be unreasonably denied. This Section is only appealable to fourth level and is not arbitrable.~~
- C. Within twenty-one (21) calendar days after receipt of the request for establishment of an alternative work schedule, the Department head or designee shall respond to the request in writing. The request for alternative work schedules shall not be unreasonably denied.
- D. Should the department head or designee determine that changes be made to an employee's alternative work schedule, the department shall provide thirty (30) days' notice to affected employees. An alternative work schedule shall not be unreasonably changed, suspended, or cancelled.
- E. Work Week Group E (WWG E) and SE (WWG SE) employees working a nonstandard work schedule (e.g., 4/10/40, 9/8/80) will be charged the number of hours scheduled for the day when they are absent for a whole day.
- F. Disputes arising under this section of the MOU shall be subject to the grievance procedure up to the fourth level, but not subject to the arbitration provision of this agreement.