

## **LOCAL AGREEMENT – ALTERNATIVE WORK PATTERNS – INTAKE UNIT**

This is a Local Agreement between Local 2748, WSEU, AFSCME, Council 24 (hereinafter the Local) and the Division of Children and Family Services Bureau of Milwaukee Child Welfare (hereinafter the employer).

It is the intent and purpose of the parties hereto that this agreement constitutes an implementation of the provisions of Article VI, Section 15, of the agreement between the State of Wisconsin and AFSCME, Council 24, Wisconsin State Employees Union, AFL-CIO effective through June 30, 2005 (hereinafter Master Agreement), consistent with the contractual authority therein.

The parties acknowledge that the agreement represents an amicable understanding reached by the parties as a result of the unlimited right and opportunity of the parties to make any and all demands with respect to the employer-employee relationship which exists between them relative to the subjects identified in the Master Agreement.

Nothing in this Local Agreement shall be construed to override any contractual provision in the Master Agreement unless specifically allowed by the terms of the Master Agreement. This local agreement shall take effect upon signature of all parties and shall expire upon the termination of the 2003-2005 Master Agreement unless extended by mutual agreement.

The Bureau of Milwaukee Child Welfare recognizes the value and benefits of alternative work patterns. In furtherance of this recognition, the Bureau of Milwaukee Child Welfare strongly encourages and works for the development and implementation of alternative work patterns. Implementation of alternative work patterns or any variation thereof shall be by mutual agreement between the Employer and the Union.

### **Hours of Work:**

- Bureau of Milwaukee Child Welfare Intake standard work hours are 8:00 a.m. to 5:00 p.m.
- Intake staff will have the option of requesting non-standard work hours from 7:00 a.m. to 7:00 p.m depending on supervision, adequate staff coverage for operational requirements and available site security.
- Hours of work will not exceed 10 per day, except with pre-approved overtime.

### **Employee eligibility:**

- Staff members eligible for requesting alternative work schedules must have completed Bureau of Milwaukee Child Welfare core training and successfully completed probation.

**Schedule Changes:**

- Approved hours of work will be adjusted only with supervisor approval – selected hours will not change routinely.
- Individual alternative work schedules may be temporarily cancelled for operational needs as defined in 11/28/1 of the Master Agreement.

**Workload Requirements:**

- The operational needs of the Bureau of Milwaukee Child Welfare are a priority and must be appropriately met.

**Program Implementation:**

- Participation in an alternative work pattern will be strictly voluntary and initiated only by the employee. Employees not participating in an alternative work pattern will not have their work schedules altered to accommodate any operational needs created by other employees use of alternative work patterns unless they voluntarily agree.
- Any and all prior agreements for work schedules between intake staff and management are null and void.
- Upon signature and ratification of this agreement by both parties, requests for alternate work schedules will be submitted by Intake staff in writing via hard copy or email to the assigned service manager.
- The employer will accept requests for alternate work patterns for a period of three weeks after the effective date of this local agreement. All requests received during that time period will be grouped together and approved /denied on a seniority basis, beginning with the most senior. The decision will be communicated to the employee in writing within 21 calendar days after the deadline for receiving initial requests. Responses to denied requests will contain the reason why the request was denied.
- Requests received after the above period will be approved/denied on an individual first come, first-served basis. The decision will be communicated to the employee in writing within 7 calendar days after the request is received. Responses to denied requests will contain the reason why the request was denied.
- Upon approval, alternative work schedules will become effective on the first day of the next pay period.
- Employees who have not received approval for an alternate work pattern will continue to work the standard hours.
- Upon implementation of this agreement, there will be no “bumping” of staff from established work schedules.
- Approved absences such as sick leave, personal holidays, and vacation will be charged the same number of hours, as the employee would have worked under the alternative pattern.
- It is expected that employees will discuss their alternative work schedules prior to accepting a transfer within the Bureau of Milwaukee Child Welfare. There is no guarantee that an alternative work schedule will transfer.

The parties may by mutual agreement amend or add to this agreement during its term. All addenda to this agreement shall be signed and ratified by the parties and shall be

incorporated herein as though originally negotiated by the parties as a provision of this agreement, except that addenda may not take effect until the date they are signed by the parties. The parties, whose signatures appear below, have the authority to bind the Employer and the Local Union to the terms and conditions of this local agreement.

**For the Local:**

Tom Corcoran  
Tom Corcoran,  
President, Local 2748

Date: 03-03-05

\_\_\_\_\_

Date: \_\_\_\_\_

**For the Bureau:**

Denise Revels Robinson  
Denise Revels Robinson,  
Director, Bureau of Milwaukee Child Welfare

Date: 3/10/05

\_\_\_\_\_

Date: \_\_\_\_\_