

**ALTERNATIVE WORK HOURS FOR
BUREAU OF TAX AND ACCOUNTING STAFF
IN THE BUREAU OF TAX AND ACCOUNTING
UI DIVISION
DEPARTMENT OF WORKFORCE DEVELOPMENT**

This is a Local Agreement regarding alternative work pattern scheduling between Local 2748, WSEU, AFSCME Council 24 (hereinafter the Local) and the Department of Workforce Development, Unemployment Insurance Division, Bureau of Tax and Accounting (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 of the agreement between the State of Wisconsin and AFSCME Council 24, Wisconsin State Employees Union, AFL-CIO effective through June 2009 (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.

SCOPE OF AGREEMENT

This agreement between Local 2748 and the Bureau of Tax and Accounting Central Office is the localized Alternative Work Pattern Agreement for Bureau of Tax and Accounting staff employed within that bureau. This agreement supersedes any previous agreements.

POLICY

The Bureau of Tax and Accounting in a manner consistent with the needs of state services, the public we serve, and the UI Division goals and objectives, offers alternative work pattern schedules that differ from standard work schedules for employees.

Within the parameters set forth in this agreement, the Bureau of Tax and Accounting will approve an employee's request to schedule his/her working hours to an alternative pattern as long as such request maintains maximum employee and

organizational productivity; does not disrupt the continuity of office service to the public and internal staff during standard hours; and is consistent with the proper administration of the office program goals. Management may establish non-standard work schedules for some positions to meet unique functional or workload requirements. Alternative schedules shall not increase the expense of the UI Division over standard hours work schedules.

The alternative work patterns covered by this agreement are:

A. NON-STANDARD WORK HOURS

A non-standards work hours schedule is a pre-scheduled fixed continuous schedule of hours that deviates from the standard schedule of hours. A non-standard schedule becomes an employee's regular daily schedule of work hours.

B. FLEXTIME (FLEXIBLE) HOURS SCHEDULE

A flextime schedule deviates from either a standard or non-standard hours schedule. Flextime hours allow for alternative time of arrival or departure from work.

C. ALTERNATIVE WORK HOURS REQUESTS

Any employee wanting to change his/her permanent work schedule will submit their proposed schedule to the supervisor by the first Tuesday of the pay period prior to the pay period of the altered schedule. The supervisor will approve or disapprove the schedule by the close of business on the Thursday of the same week. All requests and any denials will be in writing.

ELIGIBILITY

All Bureau of Tax and Accounting Staff represented by Local 2748 assigned to the Central Office may elect to participate. Employees requiring close supervision, such as probationary employees or an employee on a work improvement plan, are eligible to work an alternative work plan within the scheduled work hours of the supervisor or leadworker, or at the discretion of the supervisor and reflects the supervisor's assessment of the ongoing need for technical assistance and the availability of such technical assistance.

HOURS

Standard hours of work are Monday through Friday from 7:45 a.m. to 4:30 p.m. All staff will have a pre-scheduled fixed continuous schedule of hours within the following guidelines from which an ad hoc flexible schedule may deviate.

A. STANDARD HOURS

Standard work hours for Bureau of Tax and Accounting Staff are 7:45 a.m. until 4:30 p.m. with a 45-minute lunch break.

B. NON-STANDARD HOURS

Bureau of Tax and Accounting Staff may request a fixed permanent work schedule for non-standard hours beginning not earlier than 6:00 a.m. and ending no later than 6:00 p.m. Work hours scheduled per day shall not exceed ten for the standard forty hour work week.

C. FLEXIBLE TIME

The use of flex time to accomplish four 10-hour day work weeks is permitted.

RULES

These rules are the basis for the Bureau of Tax and Accounting alternative work plan. They do not rescind or override any other rules of DWD or the Unemployment Insurance Division or the applicable labor contract.

Alternative work plans may be changed because of unforeseen workload requirements. Permanent schedule changes (standard/non-standard) will not affect approved flex schedules, in the pay period in which the change occurs.

A. PERMANENT WORK SCHEDULES

A lunch period of at least 30 minutes must be taken by staff working over six (6) hours during a given day. Ad hoc exceptions may be granted for specific occasions, if minimum staffing levels can be maintained and the exception can be mutually agreed upon by the supervisor and the employee. It is expected that requests will be for unusual circumstances, rather than regularly requested changes to an employee's work schedule.

• **Employer Service Team:**

The Employer Service Team must have a minimum of 4 staff available daily from 7:30 a.m. to 9:00 a.m. and from 3:00 p.m. to 4:30 p.m. and a minimum of 6 staff available from 9:00 a.m. to 3:00 p.m. This is also the minimum number of staff who must be logged into the ACD phone system during these time periods. Management may at its discretion require additional staff during periods of higher telephone activity, which includes but is not limited to the months of January and April, the week immediately preceding the due date of each quarterly report, the last 2 weeks of October, and the last week of November. When deemed

necessary to increase minimum staffing levels, management will notify staff prior to the bi-weekly schedule due date.

- **Collection Section:**

A minimum of 2 tax collectors and 2 overpayment collectors must be here from 7:45 a.m. until 4:30 p.m. daily. A third tax collector and an overpayment collector must be present from 9:00 a.m. to 3:00 p.m. daily.

Management may, at its discretion during lesser workload periods, permit a schedule which eliminates the need for the third person from each area working from 9:00 a.m. to 3:00 p.m. and allows only 1 staff person in each area (tax and overpayment for a total of 2 section staff) from 4:00 p.m. until 4:30 p.m.

B. FLEXTIME WORK SCHEDULES

The use of flextime scheduling is optional for any Bureau of Tax and Accounting Staff and must, if used, be initiated by the employee. The supervisor may require written requests for their approval. Seniority will be applied to requests which are received pursuant to item C of the Policy section of this agreement. (Later ad hoc requests will be dealt with based on office needs.)

Before or after an absence which qualifies for sick leave (in the week in which the absence occurred), an employee shall be allowed to flex as an alternative to charging sick leave only to the extent that the regular work of the employee exists.

CONFLICT RESOLUTION

If the involved employees are not able to resolve the conflict between them, the supervisor shall resolve the conflict in favor of the employee with the most seniority.

Vacation requested a minimum of 11 workdays in advance shall take precedence over flextime/alternative work pattern schedules.

DURATION OF AGREEMENT

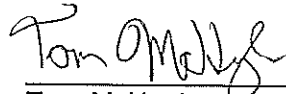
The parties may by mutual agreement amend or add to this agreement during its term. All addenda to this agreement shall be signed and ratified by the parties and shall be incorporated herein as though originally negotiated by the parties as a provision of this agreement, except that addenda may not take 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.

APPROVALS



David Kopplin Date
Local 2748 AFSCME 7-16-09



Tom McHugh Date
Tax and Accounting Bureau 7-30-09

