

## **APPENDIX E**

### **AWS Caps, Cycle, and Open Season**

#### ***Caps***

- Variable Week
  - Up to 10% of Bargaining Unit Employees
- CWS
  - Up to 15% of BUE will be allowed a Regular Day Off (RDO) per day.

#### ***Cycle***

- Participation in the Variable Week and CWS will be assigned on an annual basis. An open season will be facilitated mid-year to fill any vacant spots should someone drop participation in either schedule. Only during annual and mid-year open seasons may additional BUE be added.
  - Annually, schedules will begin PP20 (Late September/Early October) and end PP19 (Late September) of the following year.
  - Employees can drop their schedule at any time with written notification to their supervisor.
    - Once dropped, the vacant spot may not be occupied until the next open season.

#### ***Open Season***

- Randomized List
  - A randomized list of all BUE will be created by management and union representatives and will be posted to a central location prior to open season.
    - The order of this list will determine the order of the assignment of schedules.
    - A new randomized list will be created and published for the Mid-Year Open Season.
- Open Season – Annual
  - Upon solicitation, in or around Pay Period 17, interested BUE will submit their rank order preference.
    - Rank order preference of:
      - Variable Week
      - 4/10 - BUE must also indicate a first, second, third, and fourth choice of regular day off (RDO)
      - 5/4-9 - BUE must also indicate a first, second, third, and fourth choice of regular day off (RDO)

- Union and Management will award schedule preferences starting from the top of the randomized list granting employees their first choice and then following the employees rank order preference if the cap is filled. Union and management will continue this work down the list of employees until caps are filled or all requests are assigned (whichever comes first).
- Open Season – Mid-Year
  - Mid-Year Open Season will Mid-year schedule changes will begin Pay Period 7 (late March/early April) and end and end PP19 (Late September). Solicitation for interest will be offered at the mid-year mark, on or around Pay Period 5.
    - Those currently on the Variable Week or CWS are not required to re-apply.
      - If a BUE currently on a Variable Week or CWS wishes to enroll in the other schedule during mid-year open season or change an RDO, they will be required to indicate this before the open season. In doing so, their spot on the AWS will be eligible for bid. If the BUE does not receive the desired schedule, they must select another available schedule.
  - Mid-Year Open Season is to address:
    - Vacancies for either the Variable Week or CWS;
      - A BUE on the Variable Week that wishes to change to a CWS;
      - A BUE on a CWS wishes to change RDO or to the Variable week; and/or
      - A BUE on a Standard, Flexitour, Gliding or Variable Day schedule wishes to change to a Variable Week or CWS.