



**Alternative Work Arrangement FAQ's - General**

**Q - What is an Alternative Work Arrangement?**

A – It is working a schedule outside of the typical 5 days a week, 8 hours a day

**Q – What is a Compressed Workweek?**

A - Compressed workweeks are alternative work arrangements where a standard workweek is reduced to fewer than five days, and employees make up the full number of hours per-week by working longer hours each work day.

**Q – What is a 9/80 schedule?**

A – A 9/80 schedule is a compressed workweek where the employee works 80 hours in a two week period worked over nine days instead of ten.

**Q – What is the effect to holiday schedules if I am on an Alternative Work Schedule?**

A – The holiday schedule will be updated each calendar year to account for the 9/80 schedule. The holidays may change based on the working schedule.

**Q – How will holidays be paid on an Alternate Work Schedule?**

A – Holidays will be paid based on the work schedule for the day the holiday falls (8 or 9 hours).

**Q – If I need to take a day off for vacation or sick time, how much time do I need to request?**

A – For full day increments you would request 8 or 9 hours of sick or vacation depending which day you are requesting off and the scheduled number of hours for that day.

**Q – What would my work hours be?**

A – While AV has core work hours defined, your specific work hours will be determined between you and your supervisor.

**Q – What is an example of the work schedule?**

**Week One**

Monday	Tuesday	Wednesday	Thursday	Friday
9 hours	9 hours	9 hours	9 hours	8 hours

**Week Two**

Monday	Tuesday	Wednesday	Thursday	Friday
9 hours	9 hours	9 hours	9 hours	Off Work

To illustrate the schedule for time recording:

**Week One**

Fri.	Sat.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.
Off	Off	Off	9 hours	9 hours	9 hours	9 hours	4 hours

(Ending mid-day Friday)

**Week Two**

Fri.	Sat.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.
4 hours	Off	Off	9 hours	9 hours	9 hours	9 hours	Off

(Beginning mid-day Friday)

**Alternative Work Arrangement FAQ's – Non-Exempt**

**Q – How is my overtime calculated on a compressed work week 9/80 schedule?**

A – Overtime is calculated based on the work schedule.

- Overtime is paid at 1.5 times your regular hourly rate for any time worked over your work schedule for that day (8 or 9 hours) until the 12th hour. Any time worked past 12 hours on a scheduled work day is calculated at double time (2 times your regular hourly rate).
  - *For example: On a scheduled 9 hour day, overtime is calculated after the 9th hour of work and double time after 12 hours.*
- Work performed on a scheduled day off is calculated at 1.5 times your regular hourly rate for the first 8 hours worked and at 2 times your regular hourly rate for all hours worked past 8 hours in that day.
  - *For example: On your scheduled day off during the compressed work week, any work performed is paid at an overtime premium.*