

**DEPARTMENT OF AGRICULTURE, TRADE AND CONSUMER PROTECTION
LABOR/MANAGEMENT LOCAL AGREEMENT**

ALTERNATIVE WORK PATTERN

The Department of Agriculture, Trade and Consumer Protection and Local 333 of the Wisconsin State Employees Union (WSEU – Security and Public Safety bargaining unit) mutually agree to the following options as they pertain to Alternative Work schedules for employees in the Division of Food Safety classified as Food Safety Inspector-Entry, Food Safety Inspector-Objective, and Consumer Protection Investigator 1, 2, and 3 in the Bureau of Food Safety and Inspection. This local agreement is authorized under Article XI -- Section 4 – Local Negotiations of the 2007-2009 negotiated agreement.

The purpose of this agreement is to allow employees to adjust their work hours within a 40 hour week, Monday through Friday, to meet the demands of their jobs and accommodate the personal needs of the employees. Employees are expected to adjust their hours of work to accommodate assignments such as staff meetings, training, inspections and consultations within the 40 hour work week. Article VI, Sections 2 and 3 of the Master agreement shall apply to this Local Agreement for hours of work, schedule and definitions unless amended by this Local Agreement.

The agreement applies to all Food Safety Inspector-Entry, Food Safety Inspector-Objective, and Consumer Protection Investigator 1, 2, and 3 in the Bureau of Food Safety and Inspection represented by Wisconsin State Inspectors Local 333.

Alternative Work Pattern Options - Definitions:

1. **Standard Fixed Work Schedule** – The standard fixed work schedule does not vary throughout the year and consists of five 8-hour days, Monday through Friday, beginning at 7:45 a.m. and ending at 4:30 p.m. Each workday includes a 45-minute unpaid lunch period and two 15-minute paid break periods—one in the morning and one in the afternoon.
2. **Alternative Work Schedule** – A work schedule that differs from the standard fixed work schedule that includes one of the following schedules:
 - Non-Standard Work Hours – A work schedule that differs from the standard work schedule but is the same each day of the workweek. An example of this type of schedule is Monday through Friday, beginning at 8:30 a.m. and ending at 5:00 p.m. with a 30-minute unpaid lunch period. (This schedule is still 8 hours a day, Monday through Friday.)
 - Self-scheduled Work Hours – An alternative work schedule where the employee sets his or her own work hours within a five day work week (Monday through Friday) within the parameters of 6:00 a.m. to 6:00 p.m. Self-scheduled work

schedules may vary daily. Management retains the right to require employees to work his/her budgeted full time equivalent (FTE) hours and to keep their supervisor apprised of daily schedule fluctuations. Employee is required to take a 30 minute lunch break.

- Compressed Workweek – A fixed alternative work schedule that enables the employee to complete the basic work requirement of 40 hours typically in less than five full workdays during the week. An example of this type of schedule is Monday through Thursday, 9 hours of work each day and 4 hours on Friday. NOTE: Employees choosing a schedule like the one listed as an example would be required to use 9 hours of leave to account for days off Monday through Thursday and 4 hours on Friday. Also if a holiday occurred on a 9 hour work day, the employee would be granted 8 hours of holiday pay but would have to use 1 hour of annual leave to account for the 9 hour day. Conversely, if a holiday occurred on a 4 hour work day, the employee would be granted 4 hours of holiday pay and 4 hours of Saturday Legal Holiday time to use at another time. Employee is required to take a 30 minute lunch break unless his/her scheduled work day is less than 5 hours.

Management reserves the right to rotate the scheduled work days and hours of employees working a compressed or Self-scheduled work hour schedule to ensure adequate coverage is available Monday through Friday during core hours of operation. Should supervisors need to rotate schedules, consideration for assignments will be made based on seniority within the work unit.

Administration

Employees requesting an alternative work schedule should complete DMS-HR-32, Schedule Collection/Alternative Work Schedule Agreement. The form is available at the following link: <http://agwebprod1/datcpnet/forms/payroll/ScheduleCollectionAltWrkSched-DMS-HR-32.doc>

Employees must report the actual work times on the Payroll Time and Attendance Web System (PTAWeb) or any successor system at the end of every payroll period.

Employees may not work more than 10 hours in a single day, start before 6 a.m., work later than 6 p.m., or work on Saturdays, Sundays or Holidays without pre approval from their supervisor..

Employees must maintain satisfactory job performance in order to have an alternative work schedule.

This Local Agreement will terminate on June 30, 2009. At that time both parties may extend the provisions of this Local Agreement for another agreed upon time period.

For Management:

Steven C. Ingham 3/6/09
Steve Ingham Date
Administrator
Division of Food Safety

Sue Buroker 3-6-09
Sue Buroker Date
Acting Human Resources Director
(Appointing Authority)

For the Union:

David Schultz 3/6/09
David Schultz, President - Local 333 Date

Marty Kehren
Marty Kehren Date
Secretary/Treasurer - Local 333

Gary Lonzo 3/16/09
Gary Lonzo Date
Field Representative
AFSCME Council 24
Wisconsin State Employees Union

March 6, 2009