

**Phase 1**  
**Job Aid for Management**  
**Alternative/Flex Work Schedules**

Action
<p><b>CWA Agencies – Article 12. Section 3. Alternative Work Schedules (formerly referred to as flextime).</b> Alternative work schedule means an approved schedule for an employee that deviates from the work week described in Section 1, Section 2, or a schedule that deviates from a worksite's normal schedule.</p> <p><i>(Section 1. Work Week. For purposes of this Agreement, the work week will be a calendar week beginning at 12:01 a.m. Saturday and ending 12:00 midnight the following Friday. A full-time employee's normal work week will consist of forty (40) hours per week, except as otherwise allowed for by law. This shall not be a guarantee of any minimum number of hours worked. No regular work shift shall be split into more than two (2) segments with an unpaid break of greater than one (1) hour.</i></p> <p><i>Section 2. The Employer may change a work week schedule (e.g., from five [5] days of eight [8] hours to four [4] days of ten [10] hours) that exists at a particular worksite as of the effective date of this Agreement in accordance with its Management Rights (Article 5 of this Agreement). )</i></p> <p><b>Article 12. Section 4.</b> An employee may apply for a schedule that deviates from a worksite's normally scheduled work hours and workdays (hereinafter referred to as an alternative work schedule). The Employer shall not unreasonably deny or rescind an employee's requested alternative work schedule. Performance deficiency associated with an alternative work schedule may be grounds for denial or rescission.</p>
<p><b>AFSCME Agencies – Article 28. Section 2. Flex Schedule.</b> Employees may apply for a schedule that deviates from a worksite's normally scheduled work hours and workdays [hereinafter referred to as "flex" or "compressed work schedule (CWS)"]. The Employer shall not unreasonably deny or rescind an employee's requested flex or CWS schedule. In the event an employee is denied a flex or CWS schedule, or that schedule is rescinded, the Employer shall provide the employee in writing the reasons for the denial or rescission of the schedule. If an employee's application cannot be approved because another employee is also requesting or is on the same or similar schedule, then Agency seniority shall be the determining factor as to which employee shall be granted or maintained on their requested flex or CWS schedule.</p>
<p>Any questions regarding Alternative/Flex Work Schedules should be directed to <a href="mailto:Labor.relations@state.nm.us">Labor.relations@state.nm.us</a>.</p>