

## Alternative Workweek Schedule (AWS) and the Fair Labor Standards Act (FLSA)

Per the FLSA, an employee's workweek is a fixed and regularly recurring period of 168 hours — seven consecutive 24-hour periods. The workweek may begin on any day and at any hour of the day.

OMES has elected to establish three different workweek schedules to offer employees:

- Sunday 12:00 a.m. (midnight) to Saturday 11:59 p.m.
- Five 8-hour days, AWS four 10-hour days, and
- FLSA EXEMPT EMPLOYEES ON 9-80 AWS Schedules

The workweek is established to start at 12:00 a.m. (midnight) Sunday and end the following Saturday at 11:59 a.m. This workweek is used for the traditional five 8-hour days, AWS four 10-hour days with one established weekday off and FLSA Exempt Employees on the 9-80 AWS schedules.

### 9-80 AWS Friday off – Friday 12:00 p.m. (noon) to Friday 11:59 a.m.

#### **FLSA NONEXEMPT EMPLOYEES ONLY**

The workweek is established to start at 12:00 p.m. (noon) on Friday and end the following Friday at 11:59 a.m.

JULY						
S	M	T	W	T	F	S
1	9	9	8H	9	5/4	7
8	9	9	9	9	OFF	14
15	9	9	9	9	4/4	21
22	9	9	9	9	OFF	28
29	9	9				

### 9-80 AWS Monday off – Monday 12:00 p.m. (noon) to Monday 11:59 a.m.

#### **FLSA NONEXEMPT EMPLOYEES ONLY**

The workweek is established to start at 12:00 p.m. (noon) on Monday and end the following Monday at 11:59 a.m.

JULY						
S	M	T	W	T	F	S
1	4/5	9	8H	9	9	7
8	OFF	9	9	9	9	14
15	4/4	9	9	9	9	21
22	OFF	9	9	9	9	28
29	4/4	9				

**Nonexempt employees (subject to FLSA regulations)**

**Paid Overtime / Accrued Compensatory Time**

Nonexempt employees must be compensated at one plus half for hours physically worked over 40 hours within the employee's assigned workweek, either by overtime payment or accrued compensatory time.

**Exempt employees (not subject to FLSA regulations)**

**Compensatory Time**

Compensatory time is accrued hour for hour based on hours physically worked over 40 hours. Exempt employees on the 9-80 schedules accrue comp time based on the Sunday through Saturday schedule.