



Alternate Work Schedule Policy
(Applicable to WCGS Contract only)
Policy Release Date: January 1, 2020

This policy letter describes alternate work schedules available to contractors working on the WCGS contract, the process for requesting and gaining approval to be granted an alternate work schedule, and the criteria of initial approval and maintenance of an alternate work schedule.

Options for alternative work schedule include:

1. 4 X 10 work week (one day out each week)
2. 8 X 9 // 1 X 8 over two weeks (one day out every two weeks)

Contractors requesting an alternate work schedule must meet the following criteria before requesting an alternate work schedule, and must continue to meet this criterion while on the alternate work schedule:

- Not less than 180 days served as a contractor on the WCGS contract before alternative work schedule can be authorized.
- Contractor must meet all performance measures as outlined in contract and performance evaluation criteria before request/approval and continue to meet performance evaluation criteria while on alternative work schedule.
- Offices employing the alternative work schedule must maintain the ability to keep office hours on all duty days.

Requests for alternate work schedule will be completed by the applicant using the attached form. The request will then be routed through the contract site lead (if applicable), contract regional lead, the Regional Operations Officer or functional government supervisor, and finally to the contract task manager. If approved, the contract task manager will notify the applicant and the approval chain.

The alternate work schedule is a privilege. It may be revoked at any time by government or contract officials for failure to meet performance criteria or if government and/or contract officials determine the need to revoke this privilege.

WCGS contractors may apply for alternate work schedules beginning July 1, 2020. Contractors who were previously granted alternate work schedules may continue on their current schedules as long as the criteria in paragraph 3 is maintained.

ICW this policy, the contract Task Manager will provide the COR and 9Line, Akimeka, and JST representatives a quarterly report showing all contractors who are on approved alternate work schedules and the type of schedule for each (Option 1 or 2, above.)