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## **DWD Policy 2021-23, Change 2:** DWD Employee Alternative Work Schedule Guidance

**To:** Indiana's Workforce System  
**From:** Indiana Department of Workforce Development (DWD)  
**Date:** February 13, 2026

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### **PURPOSE**

To provide guidelines and requirements for alternative work schedules (AWS)<sup>1</sup> for DWD employees within the administrative and local offices.

### **CHANGE 2 SUMMARY**

This policy has been updated to clarify DWD core business hours and various general alternative work schedule information.

### **RESCISSON**

DWD Policy 2021-23, Change 1: *DWD Employee Alternative Work Schedule Guidance*

### **REFERENCES**

- ISPD Policy *Hours of Work and Overtime*<sup>2</sup>
- 31 IAC 5-7-8(b)

### **DEFINITIONS<sup>3</sup>**

**Alternative Work Schedule (AWS)** - A work schedule that deviates from the standard of 7.5 hours of work per day, for ten days per pay period.

**Alternative Work Schedule Agreement (AWSA)**<sup>4</sup> - The form used to request, modify, outline the structure, and document the determination of an AWS arrangement between the agency and the employee.

**DWD's Core Business Hours** - Core business hours are 8:00am – 4:30pm, Monday through Friday, when the majority of staff and management should be present and available to serve the public. Adequate staffing coverage is required during core business hours. When

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<sup>1</sup>This policy does not constitute a right or entitlement to an alternative work schedule.

<sup>2</sup><https://www.in.gov/spd/files/Hours-of-Work-and-Overtime-Policy.pdf>.

<sup>3</sup> ISPD Policy *Hours of Work and Overtime*

<sup>4</sup> See Attachment A.

considering flexibility to an employee's work schedule, there must be sufficient division presence and appropriate leadership presence each day.<sup>5</sup>

**Exempt Employees**- Those employees who are not covered by the overtime pay and minimum wage provisions of the Fair Labor Standards Act and/or applicable state rules and policies on premium overtime pay. They are also known as overtime ineligible employees.

**Overtime-eligible Employees** - Those employees who are covered by the overtime pay and minimum wage provisions of the Fair Labor Standards Act and/or applicable state rules and policies on premium overtime pay. They are also known as non-exempt employees.

**Work Schedule** - An employee's assigned hours of work. Full-time schedules shall equal seventy-five (75) hours in each biweekly pay period unless otherwise approved by the State Personnel Director and State Budget Agency. Overtime-eligible employees shall not be scheduled to work more than 40 hours in a calendar week without authorization.

**Lead Team Member**- For the purposes of this policy, Lead Team Member refers to the head of a division of DWD.

## CONTENT

Work schedule flexibility is beneficial for employees, organizations, and customers. Such flexibility can often enhance work-life balance, increase productivity, and may afford greater access to DWD services.

Prior to implementing an AWS, it must be determined by the employee's supervisor and Lead Team member that such work will:

- Improve or maintain service delivery;
- Improve or maintain availability to the public or customers;
- Allow employee work and productivity to be measured and appraised in the same way, or better, as it would be if the employee were working a standard schedule;
- Have no negative impact on other departments, functions, or staff;
- Improve or maintain employee productivity and satisfaction; and
- Contribute to hiring and retention of productive and engaged staff.

### General Alternative Work Schedule Information

1. An AWS does not affect the employee/employer relationship, neither does it constitute an employment contract or an amendment to any existing contract. It does not change the employees' compensation or benefits. AWS employees retain the same rights and benefits as any other employee with the same job code.
2. Employees approved for an AWS are required to be scheduled for and work 75 hours during DWD's core business hours during a pay period. Employees may **not**:
  - a. Work less than 35 hours in a work week; and

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<sup>5</sup> NOTE: Exceptions can occur due to scheduled time off and illness. Staff should seek guidance from their immediate supervisor.

- b. For non-exempt employees:
  - i. Work more than 40 hours in any week of a pay period unless the employee has been pre-approved for overtime for that week.
- c. For exempt employees:
  - 1. Work more than 40 hours in any week of a pay period.

3. Two schedules are available:

- a. A 4-day week and a 5-day week, in either order during a pay period; or
- b. A 4-day week for both weeks of a pay period.

4. Employees may not request a start time prior to 7am.

5. AWSA must be approved by the employee's supervisor and Lead Team member (as applicable).

- a. Upon approval, the AWSA must be submitted to DWD Payroll.

6. DWD employees:

- a. May
  - i. request to initiate, modify or terminate an AWS by submitting an AWSA to their supervisor preferably 30 days in advance of any action. Circumstances may arise waiving the provision of prior notice.
  - ii. Start or end a new or modified AWSA on the first day of the next payroll period after approval.
  - iii. Be required to work on a day or time outside of the schedule listed on an AWSA to meet DWD business needs upon management request.
- b. Must
  - i. Have a fully executed and approved AWSA in place prior to beginning an AWS. This applies to any transfer, promotion, or new hire.
  - ii. Perform their job duties during the agreed-upon hours as listed on the AWSA.
  - iii. Accurately and honestly report hours worked and leave time used for hours not worked.

7. DWD management staff reserve the right to deny or discontinue any individual's participation in any AWSA in order to meet operational needs.

### **Alternative Work Schedule Agreement<sup>6</sup>**

- Must be used to start, modify, or terminate an AWS arrangement.
- Must be reviewed and modified (as needed) annually by the employee's supervisor. This may be done sooner or more frequently as determined by DWD management.
- Will have a determination completed and documented by the employee's supervisor for all requests, changes, and terminations, with a brief explanation of the key reasons for the decision.

### **DWD Employee Responsibilities**

Full-time exempt employees must:

- Perform all assigned work;
- Work all scheduled hours and/or comply with notice requirements for requesting use of leave; and

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<sup>6</sup> See Attachment A.

- Account for a minimum of 75 hours of work and/or use of available, appropriate approved leave in each biweekly pay period.

Overtime-eligible employees must:

1. Report all hours worked;
2. Work all scheduled hours and/or complying with notice requirements for requesting use of leave;
3. Take meal periods as scheduled;
4. Obtain authorization before working hours more than the regularly established work schedule;
5. Not work unauthorized overtime; and
6. Perform any overtime work for which the employee has been assigned.

## **ACTION**

All DWD divisions must adhere to this guidance. DWD divisions may, at the discretion of leadership, impose additional requirements pertaining to their specific division.

## **ATTACHMENTS**

**Attachment A** - Alternative Work Schedule Agreement (separate Word file)

## **EFFECTIVE DATE**

Immediately.

## **ENDING DATE**

Upon rescission.

## **ADDITIONAL INFORMATION**

Questions regarding the content of this publication should be directed to [DWDHumanResources@dwd.in.gov](mailto:DWDHumanResources@dwd.in.gov).

## **ATTACHMENT A**

### **ALTERNATIVE WORK SCHEDULE AGREEMENT**

The DWD Alternative Work Schedule Agreement can be accessed through this [link](#) to DWD's policy website.