SECTION 2 - RESPONSIBILITIES

2.1   Manager and Supervisor Responsibilities:

In line with the responsibility for ensuring that the mission of the Department is carried out effectively; and determining the operational requirements of the Department, managers and supervisors are responsible for:

·   ensuring that all offices maintain adequate office coverage during all official business hours;

·   ensuring that all affected employees are informed about the Alternative Work Schedules (AWS) Program policies, procedures, and responsibilities, as well as, special procedures and coverage requirements which may apply in their respective organizations;

·   periodically evaluating the impact of the use of AWS to ensure that it does not interfere with program delivery, diminish productivity or increase costs;

·   effectively dealing with any problems identified; and

·   designating any positions excluded from participation, due to specific job-related requirements.

2.2   Supervisor Responsibilities:

Supervisors are responsible for:

·   ensuring that employees certify that the Time and Attendance Record entries are accurate and complete;

·   ensuring that Time and Attendance Reports and related records are properly maintained;

·   effectively dealing with any problems or irregularities before referring them to a higher management level; and

·   ensuring that no overtime work is performed unless specifically and properly authorized.

2.3   Employee Responsibilities:

Each employee is responsible for ensuring that his/her tour of duty under AWS does not interfere with the continuing responsibility to carry out his/her assigned duties and to complete assigned work on schedule; his/her own compliance with the rules governing the AWS Program.

2.4   Penalties for Abuse:

Each employee is responsible for compliance with the rules governing the AWS program contained in this document. Any employee who fails to comply with the provisions of the AWS Program will be subject to appropriate action.