

**2009 ALTERNATE WORK WEEK SCHEDULES POSTED AND REQUIREMENT TO SUBMIT  
NEW ALTERNATE WORK WEEK SCHEDULE AGREEMENTS**

The [2009 Alternate Work Week Schedules \(AWWS\)](#) are now available. All employees currently enrolled in an Alternate Work Week Schedule must complete a new AWWS Agreement for 2009. This process is necessary in order to ensure all employees are correctly entered into the automated time keeping system.

Employees should complete the [AWWS Agreement](#) and give it to their supervisor and Division Chief for approval. The supervisor should then submit the approved document to their appropriate Personnel Specialist no later than January 16, 2009.

If you have any questions, please contact your assigned [Personnel Specialist](#).