

ALTERNATIVE WORK SCHEDULE PROCESS

Purpose: The following table describes the Department of Information Technology Alternative Work Schedule *request* and *approval* process.

Process:

Step	Description
1	Employee access the Alternative Work Schedule Policy and Application form from the DoIT Staff Intranet site.
2	Employee reads the policy and completes the application form.
3	Employee signs form and delivers to Supervisor/Manager for approval. <i>If approved, continue to Step 4.</i>
4	Supervisor/Manager delivers to Director or IT Group Manager for approval. <i>If approved, continue to Step 5.</i>
5	Director, Bureau Chief, or IT Group Manager forwards to DoIT Human Resources Administrator.
6	DoIT Human Resources Administrator delivers to the Chief Information Officer (CIO) for approval, completes Section v of the application, and notifies Employee of final approval decision.
7	If applicable, Supervisor/Manager contact appropriate building personnel for building access during non-standard hours.