



**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR**  
**9820 FLAGLER ROAD, SUITE 213**  
**FORT BELVOIR, VIRGINIA 22060-5928**

REPLY TO  
ATTENTION OF

IMBV-PAI

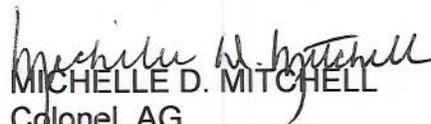
1 August 2014

MEMORANDUM FOR US Army Fort Belvoir Garrison Civilian Employees

SUBJECT: Fort Belvoir Policy Memorandum #45, Alternate Work Schedule

1. REFERENCE: IMCOM Regulation 690-610, Civilian Personnel Work Schedules, 15 May 2014.
2. PURPOSE: This memorandum establishes policy, assigns responsibilities and prescribes procedures for Alternate Work Schedules (AWS) in the Fort Belvoir Garrison.
3. APPLICABILITY: This policy applies to all civilian personnel of the Fort Belvoir Garrison.
4. POLICY:
  - a. The objective of the AWS program is to fully support mission accomplishment while improving the efficiency and productivity of operations, enhancing personnel recruitment and retention, reducing absenteeism, fostering energy conservation and carbon emissions through reduction of commuter traffic, and furthering employee job satisfaction and morale by improving the quality of work life. Supervisors and employees will adhere to all applicable rules as outlined in the enclosed Garrison Alternate Work Schedule Guide.
  - b. It may be necessary because of the nature of the work performed to deny an employee's request for AWS and to keep them on the basic 8-hour day, 5-day week schedule. Accordingly, authority is delegated to supervisors to approve or deny an employee's request for AWS. If an employee's request for AWS is denied, the employee will be notified in writing of the reason(s) for the denial.
5. PROPONENT. The proponent for this policy is the Plans, Analysis, and Integration Office at (703) 805-1265.

Encl

  
MICHELLE D. MITCHELL  
Colonel, AG  
Commanding

**“LEADERS IN EXCELLENCE”**

US Army Garrison Fort Belvoir  
Alternate Work Schedule Program Guide

1. REFERENCE: IMCOM Regulation 690-610, Civilian Personnel Work Schedules, 15 May 2014.

2. PURPOSE: This memorandum establishes policy, assigns responsibilities, and prescribes procedures for Alternate Work Schedules (AWS) in the Fort Belvoir Garrison.

3. APPLICABILITY: This policy applies to all civilian personnel of the Fort Belvoir Garrison.

4. DEFINITIONS:

a. Alternate Work Schedules: An arranged tour of duty that varies from the basic work week and may include flexible work schedules (FWS) and compressed work schedules (CWS).

b. Basic Work Requirement: The number of hours, excluding overtime hours, an employee is required to work or to account for by charging approved leave, credit hours, excused absence, holiday hours, compensatory time off, or time off earned as an award.

c. Compressed Work Schedule: An alternate to the basic work week that allows for the basic work requirement (80 hours per bi-weekly pay period) to be completed in less than 10 work days. With supervisory approval, an employee may opt for one of the following schedules:

(1) A 5/4/9 schedule, which consists of the employee working 9 hours per day for 8 of 10 work days in a 14-day pay period, 8 hours on one day, and having one regular day off (RDO) per pay period.

(2) A 4/10 schedule, which consists of eight 10-hour work days within the biweekly pay period and two days off (RDO) per pay period.

d. Regular Day Off (RDO): An employee's RDO may be any day that the supervisor and employee mutually agree upon. Supervisors will evaluate employee requests for a specific RDO with consideration for mission accomplishment and office coverage. The supervisor may flex the RDO within the pay period to accommodate either a mission need or an employee request. In support of increased use of travel reduction solutions, employees who rideshare (carpool, vanpool, or use mass transit) may be given additional consideration for first choice of RDO and/or early day. Some situations may require the rotation of RDO to meet mission requirements.

e. Core Hours: Core hours are those designated times and days during the biweekly pay period when non-shift employees must be present for work, other than a lunch period or approved leave.

(1) Core hours will be from 0930 to 1430, Monday through Friday.

(2) When possible, supervisors should attempt to schedule meetings and other official group activities during the core hours, unless it is known that all individuals involved are able to attend before or after the core hours or attend a meeting remotely (i.e., teleconference).

f. Flexible Hours: The designated time during which employees, in coordination with their supervisors, may set their arrival and departure times. Employees may fix their arrival time between the hours of 0600 and 0930 and their departure time between the hours of 1430 and 1800. This provision applies to employees on Basic Work Schedules, Compressed Work Schedules, and Flexible Work Schedules.

g. Flexitour: The Flexitour workweek consists of 5 workdays, 8 hours a day, and an unpaid lunch period of at least 30 minutes. With supervisory approval, the employee sets their tour of duty with fixed arrival and departure times within the authorized flexible hours. With supervisory approval, employees on a flexitour are authorized 15 minutes leeway on either side of their start time to arrive at work. Employees would adjust their schedule accordingly at the end of the duty day to make up the time to ensure they meet the eight-hour work requirement. For example, an employee's tour of duty is 0700 to 1530. With supervisory approval, the employee may arrive to work anywhere from 0645 to 0715 and leave work anywhere from 1515 to 1545, as long as the employee meets the eight-hour daily work requirement.

h. Lunch Periods:

(1) Lunch periods will be approved by the supervisor and may be of a fixed duration of 30, 45, or 60 minutes.

(2) Lunch periods should normally be taken during the hours of 1100 to 1300.

(3) Lunch periods are non-duty time.

(4) Employees may not shorten their duty day by working during or skipping the lunch period.

i. Official Hours of Duty: The official hours of duty during which Garrison entities must be open to conduct business are from 0730 to 1630, Monday through Friday. Directors may establish different hours of duty with the approval of the Garrison Commander.

j. Office Hours: Office hours are the time span within which non-shift employees can be on the job. The office hours for Garrison employees are 0600 to 1800.

## 5. POLICY:

a. The AWS program seeks to fully support mission accomplishment while improving the efficiency and productivity of operations. The program also seeks to enhance personnel recruitment and retention, reduce absenteeism, foster energy conservation and reduce carbon emissions through reduction of commuter traffic, and further employee job satisfaction and morale by improving the quality of work life.

b. This memorandum does not alter other regulations concerning the utilization of leave and compensatory time nor the rights of supervisors or employees. This policy supplements the bargaining agreement between the Fort Belvoir Garrison and Local 1052, American Federation of Government Employees (AFGE) as it applies to bargaining unit members from the Fort Belvoir Garrison.

c. Use of AWS must not disrupt Garrison operations nor impede the accomplishment of the Garrison's mission. Employees participating in AWS understand that they must be flexible in changing their planned schedules to accomplish the Garrison mission. Employees must be prepared to make necessary changes in their preferred schedules to accommodate meetings and other work activities that require their presence at specific times or on specific days.

d. A supervisor may temporarily suspend or permanently terminate a particular alternate work if he determines that the schedule has or would adversely impact the mission or substantially disrupt the work of a directorate, office, or group of employees with similar duties traceable to participation in such schedule. Adverse impacts include but are not limited to: reduction in productivity, untimely performance of work, unavailability of employees for work, diminished level of services to the public, inadequate office coverage, problems with other operational requirements, workload demands, or an increase in the cost of operations. When such a suspension or termination would affect bargaining unit employees, the supervisor must notify the union prior to the suspension or termination of the alternate work schedule in question. If circumstances make that impractical, the supervisor will notify the union as soon as possible.

## 6. RESPONSIBILITIES:

a. Directors will:

(1) Ensure that alternate work schedules are offered to their employees to the fullest extent possible to meet employee desires while meeting mission requirements.

(2) Provide guidance to their supervisors and employees on the provisions of this policy.

(3) Act as the approval authority on all alternate work schedule requests.

b. Branch/Division Chiefs will:

(1) Assist supervisors in carrying out the requirements of this policy.

(2) Make a recommendation to the director on all employee AWS requests.

c. Immediate supervisors will:

(1) Ensure their organizations are properly and sufficiently staffed to meet mission needs at all times.

(2) Ensure that employees are treated fairly and equitably with respect to scheduling requests.

(3) Ensure employees are present for duty during core hours, unless otherwise in an approved leave status.

(4) Adjust an employee's work schedule when mission accomplishment requires an adjustment.

(5) Ensure timekeepers are kept updated in a timely manner of all employee work schedule changes.

(6) Allow, to the extent possible, temporary deviations from an approved work schedule.

(7) Maintain documentation regarding the establishment, revision, or termination of an employee's AWS.

d. Employees will:

(1) Understand that participation in the Garrison Alternate Work Schedule Program is a privilege, not an employee entitlement.

(2) Negotiate a work schedule that meets both mission requirements and personnel considerations.

(3) Be flexible in adjusting work schedules to meet mission requirements as needed.

(4) Complete the Employee - Management Alternate Work Schedule Agreement at Enclosure 2 and submit to their immediate supervisor.

(5) Agree to remain under an approved work schedule for a minimum period of 180 days, unless the reason for the change is an emergency or personal hardship, or the change is otherwise directed by a supervisor to meet mission requirements.

(6) Be responsible to report to work on time and put in a full day's work.

## 8. PROCEDURES:

a. Employees will be given the opportunity to request to participate in the Garrison Alternate Work Schedules Program on a voluntary basis. Any civilian employee wishing to participate in the program or request a change in a current work schedule shall complete and submit an Employee - Management Alternate Work Schedule Agreement to their immediate supervisor. The immediate supervisor will discuss the request with the employee and forward the request to their branch/division chief with a recommendation. The branch/division chief will consult with the immediate supervisor and/or employee as needed and forward the request with a recommendation to the appropriate director for a final decision. The director will be the approval authority for all requests for flexible and compressed work schedules. Once the director has made a decision, he or she will notify the subordinate chain of supervision of his or her decision and the immediate supervisor will communicate the director's decision to the employee. The immediate supervisor will ensure all approved work schedule agreements are forwarded to the appropriate timekeeper.

b. It may be necessary because of the nature of the work performed to deny an employee's request for AWS and to keep him/her on the basic 8-hour day, 5-day week schedule. Accordingly, supervisors have delegated authority to approve or deny an employee's request for AWS. If an employee's request for AWS is denied, the employee will be notified in writing of the reason(s) for the denial.

c. If a mission need arises that requires an employee to work either part or all of their day off, the supervisor and employee will arrange to reschedule the employee's day off.

d. Employees who are in a training or TDY status for any part of a pay period will revert to the basic work week, 8 hours a day, 5 days a week, unless the supervisor deems it appropriate to keep the employee on AWS for that pay period. Employees are required to submit any schedule change to the timekeeper.

e. To ensure accurate records of the arrival and departure times and to ensure proper accounting of employee time and attendance, supervisors may require their employees to record their work hours in a manner deemed appropriate by the supervisor, including e-mail notification to the supervisor upon arrival to work.

f. Employees may be removed or suspended from AWS for, including but not limited to: failing to comply with the provisions of this policy, for abusing AWS privileges, for

falsifying time and attendance records, or for performance or conduct that is determined by the supervisor to be less than satisfactory.

## 9. LEAVE AND HOLIDAYS:

a. Annual and Sick Leave: The policies and procedures for requesting annual and sick leave will remain the same except the amount of leave taken will be commensurate with an employee's regular tour of duty.

b. Holiday: When a designated federal holiday falls on an employee's scheduled RDO, the following rules apply when determining "in lieu of" holiday:

(1) If a holiday falls on an RDO that is a Monday, the subsequent workday (Tuesday) will be the employee's designated "in lieu of" holiday.

(2) If a holiday falls on an RDO, other than a Monday, the employee's preceding work day will be designated the "in lieu of" holiday. For example, the RDO is Friday, and the holiday falls on a Friday, the "in lieu of" holiday is Thursday. If the RDO is Wednesday, and the holiday falls on Wednesday, the "in lieu of" holiday is Tuesday.

c. Excused Absence: Excused absence from duty may be administratively authorized without loss of pay and without charge to leave in accordance with applicable regulations for excused absences on a scheduled work day; for example, the installation is closed due to inclement weather. If such absence is authorized during an employee's RDO, employees will not be given equivalent time off at a later date or otherwise compensated.

d. Military Leave: An employee who is a member of the National Guard or Armed Forces Reserve must convert to the basic work week for the pay period(s) while on military leave.

e. Overtime/Compensatory Time: Employees must get the prior approval of their supervisor to work overtime/compensatory time. For employees on a CWS, work performed in excess of the employee's established compressed work schedule in a biweekly pay period is overtime work. The employee is entitled to compensatory time or overtime pay, as appropriate. For employees on a FWS, overtime hours are all hours of work that are officially ordered and approved in advance by the supervisor and in excess of 8 hours in a day or 40 hours in a week.

10. Additional alternate work schedule information is provided in the US Office of Personnel Management Handbook on Alternate Work Schedules at Enclosure 3, and at [www.opm.gov](http://www.opm.gov).

Compressed Work Schedule Plans

Four-day Workweek Plan (4/10)	5/4-9 Compressed Plan
<p><b>Basic Work Requirement</b></p> <p>A full-time employee must work 10 hours a day, 40 hours a week and, 80 hours a bi-weekly pay period. The supervisor determines the number of hours a part-time employee must work in a 4-day workweek and the number of hours in a bi-weekly pay period.</p>	<p><b>Basic Work Requirement</b></p> <p>A full-time employee must work eight 9-hour days and one 8-hour day for a total of 80 hours a bi-weekly pay period. The supervisor determines the number of hours a part-time employee must work in a 9-hour bi-weekly pay period.</p>
<p><b>Tour of Duty</b></p> <p>The employee selects a schedule of four 10-hour days, subject to supervisory approval. Employee must be present during core hours on workdays.</p>	<p><b>Tour of Duty</b></p> <p>The employee selects a schedule of less than 10 workdays in a bi-weekly pay period, subject to supervisory approval. Employee must be present during core hours on workdays.</p>
<p><b>Overtime</b></p> <p>Overtime work is work ordered or approved in advance by management and is in excess of the compressed work schedule's basic work requirement.</p>	<p><b>Overtime</b></p> <p>Overtime work is work ordered or approved in advance by management and is in excess of the compressed work schedule's basic work requirement.</p>
<p><b>Holidays</b></p> <p>Employee is entitled to basic pay with respect to the holiday for the number of hours of his/her CWS on that day.</p> <p>When holiday falls on scheduled non-workday, the workday immediately before the non-workday becomes the in-lieu-of holiday.</p> <p>Examples – 1) non-workday is Monday and holiday falls on that Monday, the in-lieu-of holiday is normally the preceding Friday. 2) Holiday falls on Sunday, and following Monday is non-workday, the in-lieu-of holiday is the employee's next scheduled workday.</p>	<p><b>Holidays</b></p> <p>Employee is entitled to basic pay with respect to the holiday for the number of hours of his/her CWS on that day.</p> <p>When holiday falls on scheduled non-workday, the workday immediately before the non-workday becomes the in-lieu-of holiday.</p> <p>Examples – 1) non-workday is Monday and holiday falls on that Monday, the in-lieu-of holiday is normally the preceding Friday. 2) Holiday falls on Sunday, and following Monday is non-workday, the in-lieu-of holiday is the employee's next scheduled workday.</p>

Comparison between Flexible and Compressed Work Schedules

Flexible Work Schedules	Compressed Work Schedules
<p><b>Basic Work Requirement</b></p> <p>A full time employee works 80 hours in a bi-weekly pay period. Supervisors may also establish daily or weekly work requirements. The supervisor determines the number of hours a part-time employee must work in a specific period. Supervisors may permit employees to complete their basic work requirement in less than 10 workdays.</p>	<p><b>Basic Work Requirement</b></p> <p>A full time employee works 80 hours in a bi-weekly pay period in less than 10 workdays. A part-time employee has a fixed schedule of fewer than 80 hours in a bi-weekly pay period and scheduled to work those hours in less than 10 workdays.</p>
<p><b>Tour of Duty</b></p> <p>The tour of duty defines the limits within which an employee must complete his or her basic work requirement.</p>	<p><b>Tour of Duty</b></p> <p>The tour of duty is defined by the compressed work schedule requested by the employee and approved by the supervisor.</p>
<p><b>Credit Hours</b></p> <p>Hours may be worked in excess of the basic work requirement at the option of the employee in order to vary the length of the workday or workweek. Prior supervisory approval is required to earn/use credit hours.</p>	<p><b>Credit Hours</b></p> <p>None. The law provides credit hours only for flexible work schedules. There is no legal authority for credit hours under a compressed work schedule program. See 5 U.S.C. 6121(4).</p>
<p><b>Overtime work</b></p> <p>Overtime work consists of hours of work that are officially ordered in advance and in excess of 8 hours in a day or 40 hours in a week, but does not include hours that are worked voluntarily, including credit hours, or hours that an employee is "suffered or permitted" to work which are not officially ordered in advance. (See SFR 551.401(a)(2)).</p>	<p><b>Overtime</b></p> <p>For a full-time employee, overtime work consists of all hours worked in excess of the established compressed work schedule. For part-time employees, overtime must be hours in excess of the compressed work schedule for the day (more than at least 8 hours) or for the week (more than at least 40 hours).</p>
<p><b>Excused Absence</b></p> <p>Employees are excused for the hours they are regularly scheduled to work.</p>	<p><b>Excused Absence</b></p> <p>Employees are excused for the hours they are regularly scheduled to work.</p>

Comparison between Flexible and Compressed Work Schedules (continued)

Flexible Work Schedules	Compressed Work Schedules
<p><b>Compensatory Time Off</b></p> <p>A supervisor may, at the request of an employee, approve compensatory time off in lieu of overtime pay for non-SES employees. Under Title 5, employees who earn more than GS-10, Step 10 pay may be required to take compensatory time instead of receiving overtime pay.</p>	<p><b>Compensatory Time Off</b></p> <p>As defined in 5 U.S. 5541(2) or by a prevailing rate employee as defined in 5 U.S.C. 5342(a)(2), but may not be approved for an SES member. Mandatory compensatory time off is limited to FLSA-exempt employees (who are not prevailing rate employees) whose rate of basic pay is greater than the rate of GS-10, Step 10.</p>
<p><b>Temporary Duty</b></p> <p>Supervisor may allow an employee covered by a flexible work schedule to continue the existing schedule, modify that schedule, or require him or her to return to a regular tour of duty. Supervisors may find it advisable to establish procedures to revert employees to standard fixed schedules when in training or on TDY.</p>	<p><b>Temporary Duty</b></p> <p>Supervisor may allow an employee covered by a compressed work schedule to continue the existing schedule, modify that schedule, or require him or her to return to a regular tour of duty. Supervisors may find it advisable to establish procedures to revert employees to standard fixed schedules when in training or on TDY.</p>

## Employee – Management Alternate Work Schedule Agreement

Between the Fort Belvoir Garrison and (*Name of Employee*):

**Participation:** Employee voluntarily elects to work an alternate work schedule (as indicated below and approved by the agency) and to follow all applicable policies and procedures. Employee recognizes that the alternate work schedule is not an employee entitlement but an additional benefit the agency may approve to help the employee balance family and work responsibilities commensurate with the agency's accomplishment of its mission.

**Salary and Benefits:** Agency agrees that an alternate work schedule is not a basis for changing the employee's salary or benefits.

**Work Schedule:** Agency and employee agree the employee's official tour of duty is (select one) FWS or CWS

### Flexible Work Schedule (FWS)

WEEK 1

	Start Time	Stop Time	# of Hours per Day
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Subtotal (must equal 40 hours) \_\_\_\_\_

WEEK 2

	Start Time	Stop Time	# of Hours per Day
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Subtotal (must equal 40 hours)

\_\_\_\_\_

**Employee – Management Alternate Work Schedule Agreement**

**Compressed Work Schedule (CWS)**

**SELECT ONE:**

\_\_\_\_\_ 5/4-9: (Eight 9 hour days, One 8 hour day, One RDO per pay period)

\_\_\_\_\_ 4/10s: (Eight 10 hour days, Two RDOs per pay period)

Indicate the regularly scheduled day off as “RDO”:

**WEEK 1**

	<b>Start Time</b>	<b>Stop Time</b>	<b># of Hours per Day</b>
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

**WEEK 2**

	<b>Start Time</b>	<b>Stop Time</b>	<b># of Hours per Day</b>
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Grand Total (Two week total must equal 80 hours)

**Leave:** Employee agrees to follow established procedures for requesting and obtaining approval of leave. Leave will be taken in accordance with the policy applicable to the specific approved alternate work schedule.

**Overtime:** Employee and supervisor are aware of the provisions delineated in the Garrison Alternate Work Schedule Policy and Guidance Memorandum.

**Work Assignments/Performance:** The employee understands that a decline in job performance and/or documented misconduct may be grounds for canceling the alternate work schedule agreement.

**Cancellation:** Agency agrees to let the employee voluntarily resume his/her regular (non AWS) schedule after notice to the supervisor. Employee understands that the agency may cancel the alternate work schedule arrangement if it interferes with mission needs/accomplishment and instruct the employee to resume working on a regular schedule.

**Other Action:** Nothing in this agreement precludes the agency from taking any appropriate disciplinary or adverse action against an employee who fails to comply with the provisions of the agreement.

### Employee – Management Alternate Work Schedule Agreement

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

Team Leader's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_