

**DRAFT**

**ALTERNATIVE WORK SCHEDULE POLICY**

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

2. REFERENCES:

a. 5 U.S.C. 6122 - 6128

b. Office of Personnel Management Handbook on Alternative Work Schedules

c.

3. APPLICABILITY: This policy applies to all full-time civilian personnel of the Fort Belvoir Garrison, except for members of the International Association of Firefighters, Local F-273.

4. POLICIES:

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 through reduction of commuter traffic, and furthering 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 accommodate the needs in accomplishing 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. When a supervisor determines that a particular alternative work schedule has had or would have an adverse mission impact on or is substantially disrupting the work of a Directorate, Office, or group of Employees with similar duties traceable to participation in such schedule, including but 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, that particular

alternative work schedule may be temporarily suspended or permanently terminated. When such a suspension or termination would affect bargaining unit employees, the Union will be notified prior to the suspension or termination of the alternative work schedule in question.

e. This policy establishes core hours that must be worked by all Employees for the completion of the mission and a requirement for supervisory approval of employee work schedules.

## 5. DEFINITIONS:

a. Alternative Work Schedules: An arranged tour of duty that varies from the basic work week and includes flexible work schedules (FWS) and compressed work schedules (CWS) [but specifically excludes credit hours].

b. Basic Work Week: An approved 40-hour work week comprised of five 8-hour workdays plus an unpaid lunch period of at least 30 minutes.

c. Core Hours: Core hours are those designated times and days during the biweekly pay period when an Employee must be present for work, other than a lunch period or approved leave. Core hours will normally be 1000 to 1400, Monday through Friday, unless decided otherwise by the supervisor on a case-by-case basis, in a manner that meets mission needs. An employee's selection of work hours/work schedule is subject to the supervisor's prior approval.

d. Flexible Work Schedule: A schedule that includes core hours and days when an employee must be present for work and designated hours during which an employee may elect to work to complete the basic (non-overtime) work requirement. The FWS workweek consists of 5 workdays, 8 hours a day plus an unpaid lunch period of at least 30 minutes, with arrival hours between 0600 and 1000 and departure hours between 1400 and 1830. Any variations in the FWS will be **requested in advance and approved** by the employee's supervisor.

e. Compressed Work Schedule: A schedule 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, employees may opt for 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 day off per pay period; or employees may opt for a 4/10 schedule, which consists of eight 10-hours work days within the biweekly pay period and two days off per pay period. The appropriate Director is the approval authority for any request for a CWS that deviates from either the 5/4/9 or the 4/10. The regular day off (RDO) for an employee on a 5/4/9 schedule may be any day, Monday through Friday. The RDO for an employee on a 4/10 schedule will be on a Tuesday, Wednesday, or a Thursday. No day-to-day variation of arrival or departure time is authorized under the CWS program.

## 6. Procedures:

a. Employees will be given the opportunity to request to participate in AWS on a voluntary basis. Any full-time civilian employee wishing to participate in AWS shall complete and submit a Work Schedule Request form (Appendix A) to their supervisor. Upon approval of the supervisor, all work schedule request forms will be forwarded to the appropriate timekeeper. For new employees or to change a previously approved work schedule, a new Work Schedule Change Request form must be submitted to and approved by the supervisor and a copy forwarded to the timekeeper and to the appropriate Director through the Branch/Division Chief.

b. When considering employee work schedules, including FWS, and RDO's and early days for employees on a CWS, supervisors are responsible to ensure their organizations are properly and sufficiently staffed to meet mission needs at all times. A Master Work Schedule form is at Appendix B to assist supervisors in that responsibility. Supervisors are required to maintain an up-to-date Master Work Schedule of their employees and provide a copy of the Master Work Schedule to their timekeeper.

c. 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 hours a day, 5 days a 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.

d. 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.

e. 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.

f. 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.

g. Employees may be removed or suspended from AWS for, including but limited to; failing to comply with the provisions of this policy, for abusing AWS privileges, for falsifying time and attendance records, or for performance that is determined by the supervisor to be less than satisfactory.

## 7. 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 holiday falls on a full-time employee's scheduled non-workday, the following rules apply when determining "in lieu of" holidays:

(1) If a holiday falls on a non-workday, other than a Monday, the employee's preceding work day will be designated the "in lieu of" holiday.

(2) If a holiday falls on a non-workday that is a Monday, the subsequent workday will be the employee's designated "in lieu of" holiday.

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 regular day off; however, 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.

8. PROPONENT: The XXXXXXXXX is the Proponent of this policy, (703) XXX-XXXX.

Signature Block

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