



FLEXIBLE WORK SCHEDULE PLAN

1 May 2017

I. Purpose: This plan revises the 12 Feb 10, Flexible Work Schedule Plan to align with recent changes to AFI 36-807, *Scheduling of Work, Holiday Observances, and Overtime* and the accompanying AFMC/AFGE Council 214 Memorandum of Agreement, dated 5 Feb 16. The plan authorizes the use of a Credit Hour Program in conjunction with the Flexible Work Schedules described within and provides guidance on the effective use and implementation of a credit hour program. The policies and procedures contained in this plan are applicable to all AFMC and associate units serviced by the Civilian Personnel Flight (72 FSS/FSMC).

NOTE: *Any deviation not authorized and/or contained within this plan must be coordinated through 72 FSS/FSMCL (Labor Relations Office) prior to use/implementation.*

II. Introduction: The plan contains minor administrative corrections and updates to reflect current organizational structures. One major change is the requirement for prior supervisory approval before working/earning credit hours. The purpose of this change was to align existing practices with the requirements contained in AFI 36-807, i.e., prior approval for credit hours. The requirement to obtain prior approval will also allow for ATAAPS flags to be reconciled prior to certification. The plan now allows for credit hours to be earned while in a Telework status, with prior approval.

Organizational specific plans that were previously negotiated under the 2010 version are not impacted with the exception of the changes contained in paragraph E, Section V. Requirements. Organizational specific plans that utilize a credit hour program must follow the requirements outlined within that paragraph subject to the flexible/core hours of that plan.

III. References:

- A. 5 U.S.C. Chapter 61, Subchapter II – Flexible and Compressed Work Schedules
- B. 5 C.F.R. Part 610, Subpart D- Flexible and Compressed Work Schedules
- C. O.P.M. Handbook on Alternative Work Schedules

IV. Definitions:

Basic work requirement – The number of hours, excluding overtime hours, an employee is required to work or to account for by charging leave, credit hours, excused absence, holiday hours, compensatory time off, or time off as an award.

Core Hours – The time periods during the workday, workweek, or pay period that are within the tour of duty during which an employee covered by a flexible work schedule is required by the agency to be present for work, or in a leave status.

Credit Hours – The hours within a flexible work schedule that an employee voluntarily elects to work in excess of his or her basic work requirement, so as to vary the length of the workweek or workday.

Flexible hours – The times during the workday, workweek, or pay period within the tour of duty during which an employee covered by a flexible work schedule may choose to vary their time of arrival and departure from the work site consistent with the duties and requirements of the position (also referred to as flexible time bands).

Flexitour – Type of flexible work schedule in which an employee is allowed to select starting and stopping time within the flexible hours. Once selected, reporting/departing hours are fixed until provided an opportunity to select different starting and stopping times (time during which lunch periods are observed is also fixed). Deviations to the established starting and stopping times may be approved by the immediate supervisor, but should infrequent and occasional.

Gliding Schedule – Type of flexible work schedule in which a full-time employee has a basic work requirement of 8 hours in each day and 40 hours in each week, but may select a starting and stopping time each day, and may change starting and stopping time daily within the established flexible hours.

Overtime hours – When used with respect to FWS programs, refers to all hours in excess of 8 hours in a day or 40 hours in a week that are officially ordered in advance, but does not include credit hours

Tour of duty – The daily and weekly parameters established by an agency in which an employee must complete his or her basic work requirement.

V. Requirements:

A. Participation:

1. Organizations have the discretion to implement flexible work schedules as a stand-alone program or in conjunction with a credit hour program. While organizations are authorized to implement more than one type of a flexible schedule, only one flexible schedule is allowed in each individual supervisory area of responsibility. If organizational use of a flexible work schedule and/or credit hour program is deemed appropriate, organizations may implement based upon the provisions contained within this plan. Organizations should provide AFGE Local 916 with a courtesy notification of the implementation, but no further bargaining is required, unless implementation includes a deviation from the requirements set forth in this plan. Approval of the deviation must be obtained from 72 FSS/FSMCL prior to implementation. Changes and/or termination of existing flexible work schedules and/or the use of credit hours will also require additional negotiations. Organizations choosing to terminate or change an existing plan will coordinate the action with 72 FSS/FSMCL to ensure bargaining obligations are satisfied. The requirement to negotiate the discontinuance of a credit hour program does not apply to individuals or a group of individuals based upon misuse/abuse.

2. Flexible work schedules are not adaptable to all organizations due to the nature and requirements of the work being performed. Flexible work schedules are best suited to operations in administrative areas where employees accomplish work projects relatively independently. Flexible work schedules are not acceptable in industrial areas where independent work is generally not permitted due to safety concerns, the duties require more supervision and oversight, or in functional areas requiring 24-hour operations, i.e., fire departments.

B. Types of Flexible Work Schedules Authorized: Organizations may implement the following flexible work schedules:

(1) **Flexitour**

(2) **Gliding Schedule**

Note: *Part-time employees may only participate in a Flexitour schedule.*

C. Core Hours and Flexible Hours:

(1) Core hours are those hours when all employees on flexible schedules must be on duty during their scheduled workdays or in an appropriate leave status (including credit hour time off). The core hours for both flexible work schedules are:

Core Hours: 0800-1130 1300-1600

(2) Flexible hours are those hours of the workday in which the employee has the option to select and/or vary, depending on the schedule, the arrival and departure times. The flexible hours for both flexible work schedules are:

Flexible Hours: 0700-0800 1130-1300 1600-1700

D. Tour of duty for Flexible Work Schedules – Under the flexible work schedules authorized, the tour of duty will consist of 8 hours in a day, Monday through Friday, 40 hours in a week, and 80 hours in a biweekly period for full time employees. For part-time employees the tour of duty will be set based upon their weekly/hourly requirement, Monday through Friday.

E. Credit Hours:

(1) Credit hours may be worked and earned only by employees covered by a flexible work schedule. Employees who are working on a deviated shift are not eligible to earn credit hours. Credit hours are approved additional hours an employee may elect to work, according to workload needs, in conjunction with the start of or at the end of established duty day (Monday – Friday) with prior supervisory approval. Supervisors may pre-authorize a maximum number of credit hours an employee may work in conjunction with the duty day (e.g., 1 hour) but may elect to require all credit hours be requested and approved in advance. Credit hours are earned when an excess of 8 hours is worked in a day and may only be earned during the flexible hours, i.e., 0600 to 0800 and 1600 to 1800.

NOTE: *Credit hours cannot be worked while on deviated shift, on Sundays, while traveling, on Holidays, during scheduled overtime, while in training or on mandatory down/closure days.*

(a) Employees may earn a maximum of 2 hours per day, with a maximum of 10 earned per week. Employees may earn up to 8 hours on Saturday with prior supervisory approval. The hours earned on Saturday count towards the 10 hour per week limitation. Credit hours are earned in ¼ hour increments, and are coded as CD on the approved time and attendance form. The maximum amount of credit hours that can be accrued and carried over is 24 hours (a part-time employee may carry over one-fourth of their biweekly work requirement). Hours in excess of 24 cannot be carried over from one pay period to the next.

(2) The use/scheduling of credit hours requires prior supervisory approval and must follow the same procedures used for requesting other types of leave. Credit hours may be taken in ¼ hour increments. Credit hours can be earned and taken in the same pay period they are earned, but must be earned prior to use. Credit hours taken are coded as CN in the approved time and attendance system.

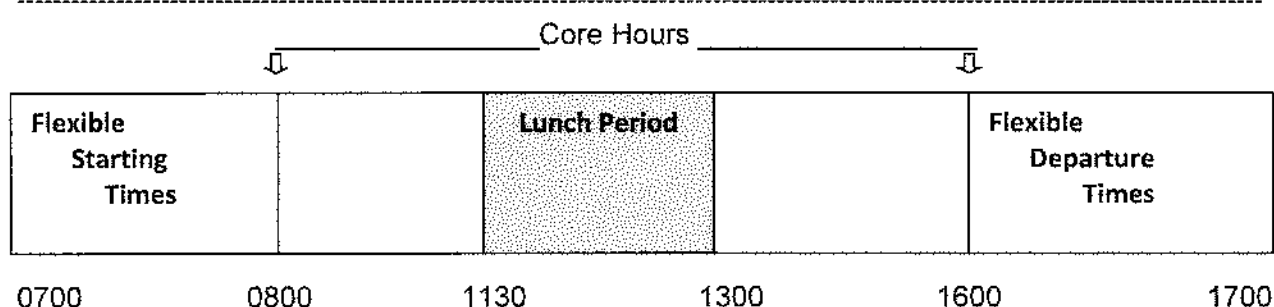
(3) When an employee is no longer subject to a flexible work schedule, the employee must be paid for accumulated credit hours at his or her current rate of pay. Payment is limited to a maximum of 24 hours for full-time employees, and one-quarter of the biweekly requirement for part-time employees. Employees may not be compensated for credit hours for any other reason (e.g., excess, unused credit hours that cannot be carried forward into the next pay period).

F. Lunch Periods: Employees must take a minimum lunch period of 30 minutes, the maximum period authorized is 1 hour. The minimum lunch period authorized may vary depending upon the starting time, as employees must meet the core hour requirement, see Attachment 1 Flexifinder. Employees under a **Flexitour** schedule must select a period in the mid-day flex period (1130-1300). Once designated, the lunch period is fixed until the employee is provided an opportunity to select different lunch period. Deviations to the established lunch period may be approved by the immediate supervisor. Employees working under a **Gliding** schedule may vary their lunch period to correspond to their working day. The lunch must be taken within the mid-day flex period, and cannot exceed 1 hour. While employees may be directed to work through their lunch period due to workload considerations, employees cannot voluntarily save lunch time in order to leave early. Credit hours may not be earned during lunch periods.

G. Flexible Work Schedule Guidelines:

(1) Each employee must work an eight-hour, five-day week, Monday through Friday tour of duty. The work day must be composed of eight hours, including any leave plus the selected lunch period. The core hours that must be worked by all employees are 0800 to 1600. An employee can choose a lunch break from a minimum of 30 minutes to a maximum of 60 minutes between 1130 and 1300. All other absences during core hours must be charged to the appropriate leave category.

BASIC TOUR OF DUTY



H. Training and TDY: During TDY status, employees will change their schedule to conform to the operations at the temporary work site. Employees attending conferences or training courses will be guided by the schedules for the conferences or training courses and will alter their flexible work schedule accordingly.

I. Overtime Work Determinations:

(1) For employees covered under a flexible work schedule program, overtime hours are all hours of work in excess of 8 hours in a day or 40 hours in a week which are officially ordered in advance by management. The requirement that overtime hours be officially ordered in advance applies to all employees regardless of their status under the Fair Labor Standards Act (FLSA). Employees on flexible work schedules may not earn overtime pay as a result of the "suffered and permitted" provision of the FLSA.

(2) Management may order an employee who is covered by a flexible work schedule to work hours that are in excess of the number of hours the employee planned to work on a specific day based upon workload. If work is ordered, overtime/compensatory time off rules apply, unless the employee elects to use the credit hour program.

J. Compensatory Time Off:

(1) Compensatory time off is time off on an hour-for-hour basis in lieu of overtime pay. For employees under a flexible work schedule, the overtime hours of work may be regularly scheduled or irregular or occasional. An agency may grant compensatory time off in lieu of overtime pay at the request of the employee (including nonexempt employees) under a flexible work schedule for both regularly scheduled and irregular or occasional overtime.

(2) Compensatory time off, in lieu of overtime pay, may not be required for

(a) any FLSA-Exempt employee whose rate of basic pay is equal to or less than the rate for the GS-10, Step 10; or


(b) regularly scheduled overtime (overtime scheduled prior to the start of the administrative workweek).

(3) Mandatory compensatory time off, in lieu of overtime pay for irregular or occasional overtime work, may be ordered for employees who are FLSA exempt and whose rate of basic pay exceeds the rate for GS-10, Step 10.

**K. Attachment:
Flexifinder**



FOR THE UNION 19 Apr 17
DATE



FOR THE AGENCY 19 Apr 17
DATE

Attachment 1:

Flexifinder

To find the time an employee's workday ends, find the time they began the workday along the left-hand column of the grid; then along the top of the grid find the amount of time they spent in the midday flex band (for lunch and/or personal time). The point at which the Workday Starting Time intersects the Midday Flex column is the Ending Time for an 8-hour day.

	Midday Flex Times		
Workday Starting Times	30 Min.	45 Min.	1 Hour
7:00			4:00
7:15		4:00	4:15
7:30	4:00	4:15	4:30
7:45	4:15	4:30	4:45
8:00	4:30	4:45	5:00