

SOUTHWEST REGION

5/14/92

SUBJ: ALTERNATIVE WORK SCHEDULES (AWS) FOR CERTAIN AIR TRAFFIC EMPLOYEES

SW1. PURPOSE. This supplement provides the policy and procedures for establishing and administering alternative work schedules for nonbargaining unit employees in air traffic field facilities.

SW2. DISTRIBUTION. This supplement is distributed to all supervisors in air traffic field facilities, and at branch level within the Air Traffic Division at the regional office.

SW3. CANCELLATION. SW Order 3600.13B, Flexible Work Schedules - Delegation of Authority for Air Traffic dated 9/22/86, is canceled.

SW4. BACKGROUND. Previous guidance for establishing and administering work schedules in the Southwest Region was contained in SW Order 3600.11B, Flexible Work Schedules. SW Order 3600.11C, Southwest Regional Office Alternative Work Schedules, established alternative work schedule guidelines for Regional Office employees only and was not distributed to the field facilities.

PAGE CONTROL CHART

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		2-SW1 and 2-SW2	5/14/92
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Distribution: A-FAT-O(SUPV); A-X(AT)-3; ASW-10 (1 copy)

Initiated By: ASW-541

SW SUPPLEMENT PAGE

4a-SW1. DELEGATION OF AUTHORITY. Facility managers are delegated authority to approve or cancel any or all schedules (within this implementation plan) for subordinate nonbargaining unit employees in field organizations.

SW SUPPLEMENTAL PAGE

5f-SW1 CORE TIME BANDS. Part-time employees working less than 36 hours per week are exempt from the requirement to be present for duty during the core hours.

5i-SW1 OFFICIAL HOURS OF OPERATION. Official hours of operation should coincide with those established for the Regional Office, 0800-1630, Monday through Friday.

SW SUPPLEMENT PAGE

6-SW1. FORMS. Locally adapted forms should be established to suit the needs of each facility for AWS and should contain a signature line for the employee requesting approval to participate in an AWS. Approved work schedule requests must remain on file with the facility time and attendance clerk.

7-SW1. SCHEDULE SELECTION.

a. At Air Traffic facilities with an air traffic manager and assistant air traffic manager, participation in an AWS may be approved providing schedules are established and adjusted, as necessary. The schedules established must provide for management coverage during the official hours of the Regional Office. Forward requests to the Air Traffic Division, ASW-500, attention Facility Operations Branch, ASW-540.

b. At all other facilities, participation in an AWS by the air traffic manager may be approved on an individual basis by the Air Traffic Division. Requests must provide for supervisory coverage during the official hours of the Regional Office. Forward requests to the Air Traffic Division, ASW-500, attention Facility Operations Branch, ASW-540.

SW SUPPLEMENTAL PAGE

8a(7)-SW1. CREDIT HOURS. Employees should advise management prior to being in a position of exceeding the 24 credit hour limit. Overtime payment is not considered appropriate as compensation.

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SW SUPPLEMENTAL PAGE

10a-SW1. IMPLEMENTATION OF AWS. Regional office AWS policies are contained in Order SW 3600.11C.

10d-SW1. TELEPHONE COVERAGE. Each manager shall, at a minimum, arrange for telephone coverage in the office during the official business hours for the regional office (0800-1630).

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~~SW SUPPLEMENTAL PAGE~~

10h-SW1. HOLIDAY PROCEDURE. Day-in-lieu-of designation is contained in FAA Order 3550.10, Pay and Administration.