

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

AL 3600.6

ALASKAN REGION

November 27, 1991

SUBJ: ALASKAN REGION ALTERNATE WORK SCHEDULE

1. **PURPOSE.** This order establishes the policies and procedures for use of an alternate work schedule (AWS) for nonbargaining unit employees in the Alaskan Regional Office.
2. **DISTRIBUTION.** A copy of this order is distributed to all employees in the Alaskan Regional Office except bargaining unit employees.
3. **COVERAGE.** All Alaskan Regional Office employees except those covered by alternate work schedules as specified in negotiated agreements or, for straight-line managers, by national AWS policy, are covered by this order.
4. **DEFINITIONS.**
 - a. **Alternate Work Schedule (AWS).** An umbrella term used to describe any schedule other than the traditional (8 hours per day, 5 days a week) work schedule such as compressed and/or flexible work schedules.
 - b. **Flexible Gliding Schedule.** A work schedule other than the normal tour of duty, consisting of core hours and flexible bands. The two requirements under this schedule are:
 - (1) The employee must be at work during core time, and
 - (2) The employee must account for the total number of hours scheduled for work each day.
 - c. **Compressed work Schedule.** Any schedule that enables a full-time employee to work 80 hours per pay period in less than 10 workdays.
 - d. **5-4/9 Compressed Schedule.** A compressed work schedule whereby employees are allowed to select their work hours, subject to supervisory approval, on a schedule basis within specified starting and ending periods. This plan shall consist of eight 9-hour days and one 8-hour day with one regular day off during a pay period.
 - e. **4-10 Compressed Schedule.** A compressed work schedule whereby employees are allowed to select their work hours, subject to supervisory approval, on a scheduled basis within specified starting and ending periods. This plan shall consist of four 10-hour days with one regular day off during each week.
 - f. **Core Time.** That portion of the day when all employees on a flexible gliding schedule must be present for work or on approved absence. Core time is from 0900 to 1500, Monday through Friday.
 - g. **Flexible Time.** That portion of the work day during which the employee has the option to select starting and quitting time within the limits established by this order and approved by the division or staff manager

Distribution:

Initiated By:

(or, if delegated, by the immediate supervisor). Designated flexible times are 0600 to 0900 and 1500 to 1800, Monday through Friday.

h. Core Days. Those days of the week designated by management when all employees on a compressed schedule must be present for work unless on approved leave.

i. Working Hours. Those time periods of the day during which each employee will complete the designated number of hours for his or her workday. Working hours consist of core time and flexible time, and other time accounted for through some type of approved leave.

j. Official Business Hours. The hours which have been established and publicized as the time when the FAA Alaskan Regional Office is open for business, specifically 0730 to 1600.

k. Credit Hours. Credit hours are only available to those on the flexible gliding schedule. Hours of work within the tour of duty which are in excess of an employee's basic work requirement and which the employee elects to work, subject to supervisory approval, so as to vary the length of the workday or workweek (nonovertime). Credit hours are distinguished from overtime in that credit hours do not constitute overtime work which is officially ordered in advance.

5. POLICY.

a. General AWS Policies. This order provides for three AWS options which are available to covered employees. These options include the Flexible Gliding Schedule, the 5-4/9 Compressed Work Schedule and the 4-10 Compressed Work Schedule. The policies stated below apply to all AWS options within the Alaskan Regional Office.

(1) In no case shall AWS cause an employee, assigned to the administrative workweek, to work after 1800 where the employee receives premium pay.

(2) Each supervisor shall, at a minimum, arrange for coverage in the office during the Regional Office's official business hours (0730 to 1600). The supervisor shall establish a schedule for minimum administrative and/or professional coverage to the extent necessary to accomplish the mission of the office.

(3) Each supervisor shall ensure that FLSA nonexempt employees do not work in excess of the scheduled tour of duty (i.e., 8, 9, or 10 hours worked in a day, or 80 hours in a pay period) unless such work is officially ordered and approved in advance.

(4) FLSA exempt employees shall not be authorized overtime pay or compensatory time for hours in excess of the scheduled tour of duty (i.e., 8, 9, or 10 hours worked in a day, or 80 hours in a pay period) unless such work is officially ordered and approved in advance.

(5) Existing requirements regarding leave approval are not affected by this policy.

(6) Every effort shall be made to comply with an individual employee's selection of AWS option; however, supervisors retain the right to change any work schedule in order to avoid adverse impact on operations and cost.

(7) Except in unusual circumstances, supervisors shall give employees at least one pay period advance notice when operational priorities require a change in the employee's schedule.

(8) Supervisors shall ensure the continuation of work during the time when the supervisor is not present. Employees, however, bear the responsibility of performing meaningful work.

(9) If an employee is TDY and/or attending training, work schedules shall be adjusted to the normal administrative workweek or training class schedule.

(10) Permanent changes at the employee's request to the AWS selected by that employee shall normally be made quarterly in accordance with the procedures established in this order.

(11) An alternate work schedule for an individual or a work unit may be withdrawn or altered at the discretion of the division or staff manager in order to meet the organization's mission requirement or as a result of employee abuse.

(12) Line organizations with established national AWS policies shall follow their respective organization's policy. These approved plans may be added as an appendix by the affected organizations.

b. Flexible Gliding Schedule. (See Appendix 1)

(1) Each full-time employee will have a basic work schedule of 40 hours per week consisting of eight hours per day, Monday through Friday.

(2) The Alaskan Regional Office flexible hours are from 0600 to 0900 and from 1500 to 1800. Core hours are 0900 to 1500, Monday through Friday.

(3) Each employee must inform his/her supervisor in advance as to their projected arrival time under this schedule.

(4) Credit hours.

(a) All full-time employees on a flexible gliding schedule may request approval from their supervisors to earn not more than two credit hours per day, up to a maximum of 10 hours per pay period. Approval is contingent upon the availability of regular work for the employee which the supervisor determines can be performed at the requested time. Part-time employees may participate under this with prior supervisory approval. The maximum number of credit hours a part-time employee may earn is equal to one fourth of the number of hours in the employee's regular tour of duty in the pay period, but in no event may the number of hours earned exceed the maximum number of hours full-time employees may earn.

(b) Credit hours must be earned in half-hour (30 minute) increments between 0600 and 0900, and 1500 and 1800.

(c) To earn credit hours the employee must provide his/her supervisor with advance notice. The earning of credit hours is subject to supervisory approval.

(d) The use of earned credit hours must be requested by the employee and approved in advance by the supervisor.

(e) Credit hours may be used in lieu of, or together with, approved leave and/or compensatory time to take partial or full days off. Credit hours must be used in increments of one-half hour (30 minutes). Employees will not receive pay in lieu of time off except under the following conditions:

1 When a personnel action is processed which transfers an employee to another administrative region.

2 When an employee separates from the agency.

(f) A maximum of 24 credit hours can be carried forward from one pay period to the next.

(g) An employee in travel status may not earn credit hours as long as he/she remains in a travel status.

(4) An employee will be allowed a flexible lunch period of 30 to 90 minutes each day. The lunch period should begin between 1100 and 1300.

c. 5-4/9 Compressed Work Schedule. (See Appendix 1)

(1) Employees selecting the 5-4/9 compressed work schedule will work eight 9-hour days and one 8-hour day with one regular day off during a pay period. The range of hours during which an employee may be authorized to work is 0600 to 1800.

(2) Employees may elect to participate in the 5-4/9 provided that it does not interfere with the effective mission accomplishment or the employee's performance of assigned duties, subject to supervisory approval.

(3) Supervisors must ensure that sufficient personnel will be present on any workday to conduct business as normal. It shall be the supervisor's responsibility to establish "days off" schedules to ensure a balanced work force.

(4) The employee will establish a lunch period of fixed length of 30 to 90 minutes. The lunch period should begin between 1100 and 1300.

(5) Employees are required to be at work on the designated core days of Tuesday, Wednesday, and Thursday unless on approved leave. However, the division manager can modify core days for employees in positions that do not impact the working relationships with other divisions.

(6) Division managers and staff officers reporting to the Regional Administrator shall not participate in a compressed work schedule.

d. 4-10 Compressed Work Schedule. (See Appendix 1)

(1) Employees selecting the 4-10 Compressed Work Schedule will work four 10-hour days with one regular day off during each administrative week of the pay period. The range of hours during which an employee may be authorized to work is 0600 to 1800.

(2) Employees may elect to participate in the 4-10 provided that it does not interfere with effective mission accomplishment or the employee's performance of assigned duties, subject to supervisory approval.

(3) Supervisors must ensure that sufficient personnel will be present on any workday to conduct business as normal. It shall be the supervisor's responsibility to establish "days off" schedules to ensure a balanced work force.

(4) The employee will establish a lunch period of fixed length of 30 to 90 minutes. The lunch period should begin between 1100 and 1300.

(5) Employees are required to be at work on the designated core days of Tuesday, Wednesday, and Thursday unless on approved leave. However, the division manager can modify core days for employees in positions that do not impact the working relationships with other divisions.

(6) Division managers and staff officers reporting to the Regional Administrator shall not participate in a compressed work schedule.

e. Other Provisions. For offices operating 24 hours a day (i.e., Regional Operations Center) the manager may adjust the AWS core hours and core days to meet special requirements.

6. PROCEDURES.

a. General Procedures. The following apply to all AWS options:

(1) Selection of an alternate work schedule.

(a) Employees shall use the Request for Alternate Work Schedule form (Appendix 2) to make their selection of an alternate work schedule. Requests may be made quarterly for changes effective the first pay period beginning on or after March 1, June 1, September 1, and December 1. Requests must be submitted not later than the 15th day of the month prior to the specified quarterly change date. For example, an employee wishing to change their AWS the first period following June 1 should submit his/her request by May 15. Supervisors shall respond to the employee's request using the lower half of the employee's request form within five working days.

(b) Should an employee need to request a change to their AWS at times other than those designated, the employee will submit the request to the supervisor who will approve/disapprove and notify the employee within five working days.

(2) Supervisors, with the involvement of their employees, will establish individual schedules to fulfill the minimum requirements established for each office's work schedule.

(3) Employees on any form of AWS bear the responsibility of annotating their appropriate arrival/departure times in a sign-in roster utilizing the Flexible Gliding Schedule Daily Sign-in/Sign©out form. (See Appendix 3). The roster will be in a location designated by the supervisor.

(4) New employees may be allowed to work an alternate work schedule as soon as possible. However, supervisors may require a new employee to work during the official business hours until he/she becomes sufficiently oriented to work independently during flexible time without supervision.

(5) Existing procedures for timekeeping shall be applied in the normal manner.

b. Flexible Gliding Schedule.

(1) Consistent with the duties and requirements of the position and assignments, each employee will report for work between 0600 and 0900 hours and will depart between 1500 and 1800 after the completion of eight hours of work. All employees are expected to be present for work during the core time of 0900 and 1500, except for a lunch period of 30 to 90 minutes, unless on an approved absence.

(2) Credit hours may be earned and used only by those on a flexible gliding schedule in accordance with the policy for credit hours specified in paragraph 5b(4)(a).

c. 5-4/9 Compressed Work Schedule.

(1) Work schedules will consist of eight 9-hour days and one 8-hour day with one regular day off (RDO) during a pay period. The days off and the 8-hour day must be approved by the supervisor who has responsibility to ensure proper coverage and service.

(2) Each employee on the 5-4/9 schedule must be present for work on the designated core days of Tuesday, Wednesday, and Thursday unless on approved leave.

(3) Each employee, with the approval of the supervisor, will establish a consistent time of arrival.

(4) Each employee will establish a lunch period of fixed duration of 30 to 90 minutes.

d. 4-10 Compressed Work Schedule.

(1) Work schedules will consist of four 10-hour days and one RDO each week during a pay period. The RDO must be approved by the supervisor who has responsibility to ensure proper coverage and service.

(2) Each employee on the 4@10 schedule must be present for work on the designated core days of Tuesday, Wednesday, and Thursday unless on approved leave.

(3) Each employee, with the approval of the supervisor, will establish a consistent time of arrival.

(4) Each employee will establish a lunch period of fixed duration of 30 to 90 minutes.

e. Annual and Sick Leave. Time off must be charged to the appropriate leave category unless the employee is authorized compensatory time off or, for those on a flexible gliding schedule, the absence is charged to earned credit hours. Leave will be charged according to the number of hours that would normally have been worked.

f. Holidays. Any holiday falling on a scheduled workday will count as the number of hours (8, 9, or 10) that the employee was scheduled to work that day. When a holiday falls on a scheduled day off, employees shall be granted the preceding or following workday off.

g. Time and Attendance (T&A) Procedures.

(1) 5-4/9 or 4-10 Compressed Work Schedule. Special Tour Indicator Code "1" must be entered on the first T&A record, FAA Form 2730-68, that reflects a compressed schedule for the employee. (Put code in the first box of the cost center code block.)

(2) Flexible Gliding Schedule. Special Tour Indicator Code "2" must be entered on the first T&A record, FAA Form 2730-68, that reflects a flexible schedule for the employee. (Put code in the first box of the cost center code block.)

(3) Hold. Special Tour Indicator Code "3" holds a credit hour balance for an employee under a flexible gliding schedule who is temporarily assigned to non-AWS schedule, e.g., training, details, etc. Use code "3" in the first full pay period of the temporary assignment. Do not use code "3" if the temporary non-AWS assignment is less than a full pay period.

(4) Reestablish non-AWS. Special Tour Indicator Code "4" must be entered to change an employee from a compressed or flexible schedule to a standard non-AWS schedule. Use code "4" in the first full pay period of a temporary non-AWS assignment. Do not use code "4" if the temporary non-AWS assignment is less than a full pay period.

(5) Annual and sick leave. The appropriate leave category shall be documented on the T&A record, FAA Form 2730-68, using existing procedures and codes. Leave shall be charged according to the number of hours that would normally have been worked under the employee's approved schedule.

(6) Holidays. Any holiday falling on a scheduled workday shall count as the number of hours (8, 9, or 10) that the employee was scheduled to work and be documented on the T&A record using existing

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procedures and codes. Employees shall be granted an in-lieu-of holiday if a holiday falls on an existing employee's scheduled day off in accordance with existing directives (National Order 3550.10, Pay and Administration).

(7) Credit hours. Use Time Worked Outside Shift Condition Option "9" to record credit hours worked and Time Not Worked code "21" to record credit hours used.

Ted R. Beckloff, Jr.
Regional Administrator

APPENDIX 2. REQUEST FOR ALTERNATE WORK SCHEDULE REQUEST FOR ALTERNATE WORK SCHEDULE

1. I request that my work scheduled be changed to:

___ Flexible Gliding Schedule

___ 5-4/9 Compressed Work Schedule

Regular day off every other week each pay period _____

Arrival time _____ Departure time _____

Length of lunch period (30 to 90 minutes) _____

___ 4-10 Compressed Work Schedule

Regular day off each week of the pay period _____

Arrival time _____ Departure time _____

Length of lunch period (30 to 90 minutes) _____

___ Regular Schedule (8 hours per day, 5 days a week)

2. Request this change in work schedule be effective on the first pay period beginning on or after:

___ March 1 ___ June 1 ___ September 1 ___ December 1

Employee's signature _____ Date _____

Your change in work schedule has been approved as requested above, with changes/modifications, if any, as noted below:

___ Flexible Gliding Schedule

___ 5-4/9 Compressed Work Schedule

___ 4-10 Compressed Work Schedule

___ Regular schedule

The following changes to your requested schedule apply:

Supervisor's signature _____ Date _____

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