

August 5, 2004

SUBJ: ALTERNATE WORK SCHEDULE

1. PURPOSE. The purpose of this order is to define and to establish the procedures for the utilization of alternate work schedules.
2. DISTRIBUTION. This order is posted electronically on the Technical Center library web site: <http://intraweb.act.faa.gov/actlibrary/ctdirectives.html>.
3. CANCELLATION. Center Order CT 3600.4, Alternate Work Schedule, dated 10/22/93, is canceled.
4. BACKGROUND. Departmental Personnel Manual DPM Letter 610-1 provides basic policy and guidance for the Department of Transportation in implementing Alternate Work Schedules (AWS). This letter also delegates authority to operating administrations for development and implementation of local AWS procedures.
5. REFERENCES.
 - a. 5 U.S.C. Chapter 61, Subsection 6101 (Law--Basic 40-hour workweek; work schedules; regulations)
 - b. 5 U.S.C. 6121, et seq., (Law--Flexible and Compressed Work Schedules)
 - c. FPM Supplement 990-2, Book 610, Appendix C (Flexitime)
 - d. FPM Supplement 990-2, Book 620 (Alternate Work Schedules)
 - e. DOT DPM Letter 610-1, Alternate Work Schedules.
6. COVERAGE. All FAA Technical Center employees except those covered by alternate work schedules as specified in negotiated agreements.
7. DEFINITIONS.
 - a. Normal Tour of Duty. The normal tour of duty is Monday through Friday, from 8 a.m. to 4:30 p.m.
 - b. Alternate Work Schedules. The term alternate work schedules means:
 - (1) Flexitour or Flexible work schedule, and/or

(2) Compressed Work Schedule.

c. Flexitour or Flexible Work Schedule. The term "flexitour" or "flexible work schedule" means a work schedule other than the normal tour of duty, consisting of core hours and flexible bands.

d. Core Hours. Core hours are those times during the workday in which all employees must be in duty status or on approved leave status. The core hours are 9 a.m. to 11:30 a.m. and 1:30 p.m. to 3:30 p.m.

e. Flexible Bands. Flexible bands are the hours during which employees may elect starting and stopping times.

f. Basic Work Requirement. This is the number of hours, excluding overtime hours, which an employee is required to work or is required to account for by leave or otherwise. For full-time employees, the basic work requirement is 40 hours per week or 80 hours per bi-weekly pay period.

8. FLEXITOUR PROCEDURES.

a. Employees will be permitted to establish a flexitour schedule of their choice. Supervisors will approve requests provided:

(1) The starting time will be no earlier than 6 a.m. and no later than 9 a.m. Exceptions are noted below in paragraph 9.o.

(2) The employees' requested tour of duty does not adversely affect the employer's ability to fulfill its mission, or is incompatible with his/her duties.

b. A flexitour must continue for 1 pay period. Flexitours may be changed as often as every 2 weeks; however, changes must start at the beginning of a pay period and no changes are permitted within a pay period. Supervisors will approve Flexitour requests within 7 calendar days after receipt of the employee's request.

c. If not presently on a flexitour, employees will request, in writing to their immediate supervisor, the hours of the day they propose to work. Employee requests will be granted in accordance with "b" above. Employees desiring to change established flexitours must also submit written requests to their supervisors. Except as provided in "d" below, changes in flexitour will take effect the pay period following the one in which changes were requested. The employee's supervisor will file the written request with the Time and Attendance records.

d. The employer may change an employee's tour of duty for one or more days based on work requirements. If the circumstances requiring such change permit, the employee will be provided with 24 hours advance notice.

9. COMPRESSED WORK SCHEDULE (CWS).

- a. The use of CWS is authorized in accordance with the referenced laws, rules and regulations.
- b. CWS at the FAA Technical Center only includes the following options:
 - (1) 4-10 schedule, consisting of four 10-hour workdays, exclusive of the lunch period, with pre-established fixed hours, and 1 non-workday during the administrative workweek.
 - (2) 5-4/9 schedule, consisting of eight 9-hour work days and one 8-hour workday, exclusive of the lunch period, with preestablished fixed hours, and 1 non-work day during the normal administrative work week over a bi-weekly pay period.
- c. Participation in the 4-10 or 5/4/9 CWS options shall be voluntary for full-time employees including employees who are not subject to shift work or whose duties are not dictated by operational and customer service requirements. The Technical Center may exclude groups of employees from participating in CWS based on this paragraph.
- d. An employee may be excluded from certain CWS options due to such matters as the nature of the employee's work or staffing levels. Management will determine which employee/employees within an organization is/are excluded from participation in the 4-10 and 5/4/9 CWS schedules. Operational requirements and cost containment will be the primary factors to be considered in such determinations.
- e. Employees opting to work one of the CWS schedules noted above will submit a written request to their supervisor stating their desired work schedule, including their desired starting and ending hours and Regular Day Off (RDO). New employees may submit their written requests for CWS after 30 calendar days following their entrance on duty. The employee's supervisor will file the written request with the Time and Attendance records.
- e. Supervisors will make every effort to comply with an employee's selection of a CWS schedule. Employees will not be discriminated against or otherwise adversely affected by their selection of any CWS option.
- f. Supervisors will approve or disapprove individual CWS requests in writing within 15 calendar days after receipt of the employee's request. Approved requests will be implemented the first full bi-weekly pay period after approval by the supervisor. Minor problems with CWS requests (e.g., scheduling conflicts) should be resolved informally between the supervisor and the affected employee(s). If a supervisor disapproves a CWS request, he/she will provide the employee with a written explanation as to the reason(s) for the disapproval.
- g. Employees will be required to remain on the approved CWS schedule for a minimum of 4 pay periods. Requests by employees to change their current CWS schedule must be submitted in writing to the supervisor for approval. Once approved, employees

must remain on the changed CWS schedule for a minimum of 4 pay periods. Upon request by an employee, supervisors may waive the 4 pay period requirements for good cause.

h. Supervisors may temporarily change an employee's CWS schedule to a basic 8-hour per day schedule (7:30 a.m. to 4 p.m.; 8 a.m. to 4:30 p.m.) when required to do so for such purposes as official travel or training, or other operational requirements. The employee must remain on the 8-hour schedule during the week of the temporary change, unless he/she is allowed by the supervisor to make up the time during that pay period, in which case the employee can revert to his/her previous CWS schedule immediately following completion of such temporary functions, or at the beginning of the following pay period.

i. An employee on detail or reassignment will adhere to the tour of duty of the organizational segment to which he/she is temporarily assigned, unless approval of the employee's CWS schedule is granted by the supervisor to whom the employee is detailed/reassigned.

j. Employees working a CWS schedule who are being disciplined for misconduct will be placed on a normal 8-hour workday during the pay period in which they are serving a suspension. Employees working a CWS schedule who are undergoing an "opportunity to demonstrate performance" (previously referred to as "performance improvement plan"), at the election of the supervisor, may be placed on a normal 8-hour workday while in this status.

l. Supervisors may make periodic adjustments or changes to employees' work schedules, including the temporary or permanent cancellation of CWS schedules, when required to do so by such reasons as operational requirements and/or cost containment purposes.

m. Employees working any CWS schedule may not begin their normal work shift before 6 a.m. nor end after 6 p.m. Exceptions are noted below in paragraph 9.o.

n. Employees are required to take their lunch period during the workday, regardless of their CWS schedule. The lunch period may not be taken at the beginning or end of the workday to allow an employee to arrive late or leave early without charge to leave.

o. Starting times for employees in any CWS option should normally remain constant each day. However, a variation of 15 minutes before or after the employee's designated starting time is considered acceptable so long as the employee completes his/her scheduled number of work hours for the work day. Based on mission needs and the employee's request, only the supervisor can grant exceptions to the following limitation requirements:

(1) Employees working an 8-hour day under the 5/4/9 schedule may not start work earlier than 7 a.m. or later than 9 a.m.

(2) Employees working a 9-hour day under the 5/4/9 schedule may not start work earlier than 6:30 a.m. or later than 8:30 a.m.

(3) Employees working the 4-10 schedule may not start work earlier than 6 a.m. or later than 7:30 a.m.

p. The policies and procedures for requesting and granting annual and sick leave will remain the same, except that the amount of leave taken for an entire work day will be recorded as 8 hours for a regularly scheduled 8-hour work day, 9 hours for a regularly scheduled 9-hour work day, and 10 hours for a regularly scheduled 10-hour work day.

q. As provided by governing laws and regulations, the number of hours credited for a holiday will be determined by the employee's CWS schedule. If a holiday falls on an employee's 8-hour work day, it will be recorded as 8 hours; if the holiday falls on an employee's 9-hour work day, it will be recorded as 9 hours; if the holiday falls on an employee's 10-hour work day, it will be recorded as 10-hours.

r. When a holiday falls on an employee's scheduled RDO under the 4-10 or 5/4/9 CWS schedules, the holiday will be changed as follows:

(1) If the Federal holiday falls on a Sunday, the employee will get his/her next regularly scheduled work day off. For example, if the employee's RDO is Monday and a holiday falls on a Sunday, Monday remains as the RDO and Tuesday is the "in-lieu-of" holiday.

(2) If the Federal holiday falls on any other day, the employee's holiday will be on his/her preceding regularly scheduled workday. For example, if the employee's RDO is Monday, and a holiday falls on Monday, Monday is still counted as the RDO and the preceding Friday is the "in-lieu-of" holiday. If the holiday and RDO both are on Tuesday, Tuesday is the RDO and the preceding Monday is considered the employee's holiday.

s. If the Technical Center determines that any of the CWS work schedules established herein has had or would have an adverse impact on the agency, the Center will terminate the particular CWS schedule.

/s/

Anne Harlan
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