

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

SO 3600.17

Southern Region

APR 28 1994

SUBJ: EARNING OF CREDIT HOURS FOR AIR TRAFFIC MANAGERS

1. PURPOSE. This order establishes the procedures for the earning of credit hours by Air Traffic Managers and Assistant Managers in Field Facilities.
2. DISTRIBUTION. This order is distributed to the branch level in the ATD and to all Air Traffic and Hub Facilities in the Southern Region.
3. EFFECTIVE DATE: April 17, 1994
4. BACKGROUND. The inclusion of Air Traffic Managers in the Flexible Alternate Work Schedule program will allow them to receive compensation through the earning of credit hours for work performed outside their normal work schedule.
5. DELEGATION OF AUTHORITY.
 - a. Air Traffic Hub Managers are authorized to earn and to allow managers within their Hub to earn credit hours under the provisions of the Flexible Alternate Work Schedule.
 - b. Facility Managers are authorized to earn and to allow assistant managers within their facility to earn credit hours under the provision of the Flexible Alternate Work Schedule.
6. DEFINITIONS.
 - a. Flexible Work Schedule. Under any flexible work schedule, the basic work requirement is the number of hours within a specific period of time which an employee must work or otherwise account for by credit hours, sick leave or annual leave, leave without pay, compensatory time off, or excused absence. Depending upon the schedule by which he or she is covered, a full-time employee will normally have a basic work requirement of either 8 hours in a day, 40 hours in a week, or 80 hours in a biweekly pay period.

b. Credit Hours. These hours are defined as any hours worked under an officially designated flexible work week schedule which are in excess of an employee's basic work requirement. These credit hours must be worked at the election of the employee but shall be subject to prior managerial approval. This approval must be based on justifiable need. Only personnel on official flexible work schedules are eligible to work credit hours. The maximum credit hour balance an employee may carry is 24 hours.

c. Compensatory Time. Compensatory time off in lieu of overtime pay is distinguished from credit hours in that compensatory time derives from entitlement to pay for overtime work (officially ordered in advance by management). Employees on any type of work schedule are eligible to work compensatory time. The maximum compensatory time balance an employee may carry is 160 hours.

d. Basic Work Requirement. The basic work requirement is the number of hours (not including overtime) an employee is required to work within a given period or account for by leave or other approved absence.

e. Official Hours of Operation. Official hours of operation are the hours and days of the week the field facility is open for public business.

7. SCHEDULE SELECTION. Participation in this program is voluntary. Selection of a Flexible Work Schedule is subject to approval by Assistant Air Traffic Division Manager, and must provide for office or operational coverage during official hours and days of operation.

8. AWS OPTIONS.

Flexible Work Schedules.

a. Flexitour - Eight hours per day, 40 hours per week, which contain core time/flexible time bands.

b. Managers may not carry over more than 24 credit hours from one pay period to the next. Credit hours in excess of 24 are automatically dropped in payroll processing. Managers are responsible to keep track of their balance to avoid exceeding the limit. Credit hours will be paid at the current base salary when an employee is no longer on a flexible work schedule or transfers to another. Each manager shall ensure all credit hours are utilized prior to leaving the Flexible Work Schedule.

c. Credit hours are worked at the election of the manager but are subject to prior Regional approval for justifiable need.

d. Credit hours must be earned prior to their use. Credit hours can be earned and used in 15-minute increments.

e. Flexible work schedules may include scheduled credit hours earned and used when agreed upon by the appropriate manager/employee.

9. POLICY. The Alternate Work Schedule that will be available to Facility Managers and Assistant Managers is the Flexible Schedule.

10. IMPLEMENTATION PROCEDURES AND GUIDANCE.

a. Credit hours can be authorized for justifiable reasons, but the manager will not qualify for premium pay, provided he/she is on an official flexible work schedule.

b. The manager shall ensure proper administrative coverage exists to accomplish the mission of the office.

c. All situations regarding pay will be covered by applicable Federal employee pay and personnel regulations.

11. TIME AND ATTENDANCE ENTRIES. Time and attendance clerks shall use the procedures contained in FAA Order 3600.8, Appendix 2, Time and Attendance Procedures, for guidance in the completion of time and attendance records. Any questions regarding entries may be directed to the appropriate payroll office.


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