

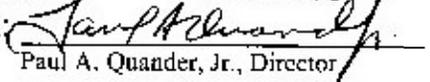


# POLICY STATEMENT

Policy Statement 610.4

Policy Area: Human Resources

Effective Date: FEB 04 2005

Approved:   
Paul A. Quander, Jr., Director

## ALTERNATE WORK SCHEDULE PROGRAM

### I. COVERAGE

The Alternate Work Schedule (AWS) Program described in this Policy Statement is applicable to all Court Services and Offender Supervision Agency (“CSOSA” or “Agency”) managers, management officials, supervisors, and staff. This Policy Statement does not apply to the Pretrial Services Agency. All CSOSA staff may participate in the AWS Program at the discretion of the Deputy Director, appropriate Associate Director, or General Counsel.

### II. BACKGROUND

The Federal Employees Flexible and Compressed Work Schedules Act of 1982 and subsequent legislation provide agencies with the authority to permit employees to work Alternate Work Schedules (AWS) instead of the standard weekly tour of duty consisting of a fixed 5-day, 8-hour tour of duty each day. The underlying purposes of this legislation are to provide better service to the public and other constituents, ease commuting problems and provide staff with more flexibility to better balance their work responsibilities with their private lives and off-duty time. Although AWS is not an employee entitlement or right, CSOSA shares the interests of the legislation and believes that a properly administered AWS Program can accomplish these objectives. The intent of CSOSA’s AWS Program is to improve employee morale by striking a better balance between work and homelife, while enhancing the agency’s ability to meet its mission-related strategic goals.

### III. POLICY

CSOSA will provide participating employees with the option of a Flexitime Schedule (with Credit Hours), *or* a Compressed (“5/4-9”) Work Schedule (CWS). Both options may be used in the same work component, but managers are responsible for ensuring that productivity and coverage are not adversely affected.

### IV. AUTHORITIES, SUPERSEDURES, REFERENCES, AND ATTACHMENTS

#### A. Authorities.

5 U. S. C., Chapter 61  
5 C. F. R., Part 610

Office of Personnel Management (OPM), Handbook on Alternative Work Schedules,  
December 1996

B. Supersedures.

HRD 610.4 (May 3, 2001)

C. Procedural References.

HRD 771.1 – Conflict Resolution Procedure  
Form OHR-003 – Request for an Alternate Work Schedule

D. Attachments.

Appendix A. Responsibilities

Appendix B. Definitions

Appendix C. General Procedures

**APPENDIX A**  
**RESPONSIBILITIES**

- A. The Director or designee is responsible for final approval of the AWS Program.
- B. The Associate Director for Human Resources is responsible for providing policy guidance on the AWS Program, administering the Program, and assisting with the evaluation of the Program.
- C. Associate Directors or equivalent are responsible for decisions as to the scope of AWS in their organizations and designations of eligible participants and/or exclusions.
- D. Line supervisors are responsible for reviewing and making decisions on employee AWS requests and for monitoring the AWS Program to ensure that participants are complying with administrative requirements and that productivity, office coverage and public service responsibilities are being met.
- E. Employees who participate in AWS are responsible for familiarizing themselves with the provisions of this Directive and for ensuring that their productivity, office coverage and public service responsibilities are fully met at all times. Employees are also required to make arrangements to attend staff meetings and other special events when so directed by the supervisor.

## APPENDIX B DEFINITIONS

- A. Agency Work Band - total period of time each day when employees may be assigned to a scheduled tour of duty. The Agency Work Band is 6:00 a.m. to 6:00 p.m. for all CSOSA employees **other than** Community Supervision Officers (CSOs) and other employees whose duties also require late evening participation in official CSOSA-community partnership activities. The expanded Agency Work Band for CSOs and other employees, e.g., Community Relations Specialists (CRSs) whose duties officially require them to participate in CSOSA-community partnership activities is from 6:00 a.m. to 10:00 p.m. The expansion of the work band will allow those employees to be available to conduct offender interviews in the early morning and late evening hours. The expanded band will also allow participation in community and civic activities related to the Agency's mission. Additionally, the expanded band supports "accountability tours" to meet with offenders where they live and work. This does not preclude occasional or irregular overtime, or the establishment of additional shifts in the future. Employees in the expanded band who work beyond 6:00 p.m. are required to obtain prior supervisory approval.
- B. Alternate Work Schedule (AWS) - a variation to the standard weekly tour of duty which consists of a fixed 5-day a week, 8 ½ hour<sup>1</sup> a day tour of duty.
- C. Compressed Work Schedule (CWS) - fixed tour of duty whereby the employee's biweekly tour of duty consists of eight - 9 ½ hour days, one - 8 ½ hour day and one regularly scheduled day off from work (RDO). A compressed schedule must fall within the Agency Work Band and may not vary by day or biweekly pay period. Supervisors may reschedule an employee's RDO to another day within the pay period when necessary. Employees may be directed to work on all or part of the RDO; in such cases, they will be compensated by overtime pay or compensatory hours ("comp time") as may be required by law.
- D. Core Hours - designated "Open Hours" of the agency when all staff should either be present, on the expanded band or in an approved leave status. For CSOSA, the core hours are 9:30 a.m. to 2:30 p.m.
- E. Credit Hours - hours worked on a Flexitime with Credit Hours work schedule in excess of 8 hours within the Agency Work Band. Credit hours are earned and used in increments of 15 minutes and must be recorded on the time and attendance (T&A) record. The number of credit hours an employee may carry over from one biweekly pay period to the succeeding biweekly pay period is limited to 24 hours. A leave slip (SF-71) is used to request the use of

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<sup>1</sup> Each daily tour of duty (e.g., 8 ½ hour or 9 ½ hour day) includes a required 30-minute lunch period approximately midway through the shift.

accumulated credit hours. Credit hours may be used in place of leave when approved by the supervisor. Credit hours do *not* constitute *overtime* hours and therefore do not create an entitlement to overtime pay or comp time.

- F. First-line Supervisor - the lowest level of management with the authority to assign work and direct employees (e.g., a Supervisory CSO).
- G. Flexitime – work schedule consisting of two segments: a fixed segment consisting of the core hours (9:30 a.m. - 2:30 p.m.), and a *flexible* segment. The flexible segment may begin as early as 6:00 a.m. and end as late as 10:00 p.m. for all CSOs and other employees (e.g., CRSs) whose duties require their official participation in late evening CSOSA-community partnership activities. For CSOSA employees, the fixed core hours are 9:30 a.m. to 2:30 p.m. and the flexible segment of the work schedule may begin as early as 6:00 a.m. or as late as 9:30 a.m. and end between 2:30 p.m. and 6:00 p.m. Certain employees are required to be available for early morning and late evening offender appointments, group treatment sessions, CSOSA-community partnership activities, and participation in accountability tours. These employees and others whose duties require their participation in CSOSA-community partnership activities may utilize the expanded flexible schedule. The overall tour of duty may vary, but must be scheduled in advance and fall within the Agency work band. The scheduled arrival time may vary each day, so long as a full 8½ -hour tour of duty within the band is accounted for by hours worked, the lunch period, approved leave or approved credit hours.
- H. Flexitime With Credit Hours - An alternate work schedule includes a flexible work schedule as defined in G of this Appendix with an allowance for employees to earn credit hours as described in E of this Appendix.
- I. “In lieu of” Holiday - if a designated holiday falls on an employee’s scheduled regular day off (RDO), the supervisor will designate either the preceding or following workday of that same pay period as the “in lieu of” holiday. “In lieu of” days are *not* provided in the case of emergency agency shutdowns, “snow days,” etc. which may occur on an employee’s RDO.
- J. Regular Day Off (RDO) - is the regularly scheduled day off from work an employee on the Compressed Work Schedule accrues each pay period.
- K. Second-line Supervisor - intermediate level of management to whom first-line supervisors report (e.g., Branch Chiefs in the Office of Community Supervision).
- L. Tour of Duty - established basic hours of work (which may include Flexitime hours) including a 30-minute lunch period. The daily tour of duty is either 8½

hours for a regular or flexitime schedule or 9½ hours for a compressed work schedule.

## **APPENDIX C GENERAL PROCEDURES**

### A. Eligibility

- All non-supervisory staff are eligible to participate, except occupants of specific positions that are excluded because participation would adversely impact: 1) customer/public service; 2) office or supervisory coverage; or 3) responsibilities to other agencies.
- Supervisors and managers are eligible for the Flexitime with Credit Hours option or the Compressed Work Schedule, at the discretion of the Deputy Director, appropriate Associate Director, or General Counsel.

### B. Application for Participation

- In order to participate in the AWS Program, an eligible employee must submit to his/her supervisor a written request on Form OHR-003, Request for an Alternative Work Schedule. All employees requesting participation must identify the preferred AWS option and, if applicable, the specific tour of duty being requested.

### C. Approval Process

- Associate Directors may delegate the authority to supervisors to revise, curtail or terminate an alternate work schedule when necessary. Supervisors will notify employees of their decisions regarding AWS participation within seven (7) working days following the request by the employee. Wherever feasible, pre-existing schedules of those already on a flexible schedule will be maintained. If the office/component cannot accommodate all schedule requests and there is no significant difference in the duties and responsibilities of the employees, seniority (service computation date, i.e., total DC/Federal government service) may be taken into consideration. However, supervisors will make the final scheduling decisions. Supervisors may revise the schedules originally approved when necessary to alleviate productivity problems, office coverage shortages or public service problems.

### D. Temporary Suspension of AWS

- Employees in a training and/or travel status may be temporarily suspended from AWS schedules for the duration of the training or travel assignment, subject to supervisory discretion.