

ORDER

FS 3600.1

9/17/92

Initiated

By: AFS-13

SUBJECT: ALTERNATIVE WORK SCHEDULES PROGRAM

1. PURPOSE. This order establishes the policy and guidelines to be used throughout the duration of the Alternative Work Schedules (AWS) Program in Flight Standards Service (AFS) Washington metropolitan area. It will guide managers and supervisors in approving employee participation in the AWS program. Also, this order provides specific information that AFS offices must report for reviewing and evaluating the effectiveness of the AWS program annually to the Office of Human Resource Management.

2. DISTRIBUTION. This order is distributed to each employee in Flight Standards Service, Washington, D.C.

3. BACKGROUND. FAA Order WA 3600.1, Alternative Work Schedules, approved May 13, 1992, establishes procedures for using AWS at Washington headquarters and extends AWS to headquarters employees located outside the Washington metropolitan area. On May 29, 1992, the Associate Administrator for Regulation and Certification (AVR) delegated authority to each office and staff in the AVR complex to implement AWS. The AWS program was made available to AFS employees on June 14, 1992. AFS employees participating in this program were permitted to select any work schedule options available under AWS suitable to their personal needs. Senior Executive Service employees in AVR are excluded from participation in the AWS program.

4. WORK SCHEDULE TYPES. The AWS program offers the following work schedules:

a. The flexible work schedule (FWS) enables an employee to either preselect or vary arrival and departure times, or vary length of workday or workweek. Specifics on the various work schedules under FWS are located in appendix 2 of Order WA 3600.1.

b. The compressed work schedule (CWS) enables full-time employees to work less than 10 workdays in a biweekly pay period while completing their 80-hour work requirement. Specifics on the two CWS plans (5-4/9 and 4/10) are located in appendix 3 of Order WA 3600.1.

5. ROLES AND RESPONSIBILITIES. All offices are responsible for complete telephone coverage and secretarial/technical assistance during the official hours and days of operation for the Washington headquarters. The official business hours of the FAA headquarters for the Washington metropolitan area are Monday

through Friday from 8:30 a.m. to 5:00 p.m. The supervisors and employees must be able to meet the AVR/AFS program needs and provide for certain required activities at specific times.

a. Employee Responsibilities. All participants electing to change their regular work schedule (flexitime or flexitour) to a different work plan under AWS must complete Form WA 3600-2 (appendix 1, figure 1) and obtain the supervisor's approval at least one pay period in advance. Employees who desire to remain on a standard 5-day, 8-hour work schedule need not take any action.

b. Supervisor Responsibilities. Managers will determine options available to employees in their respective offices. If the office, telephones, and core hours are not adequately covered by the free choice of employees, the supervisors shall establish staggered work schedules so that a sufficient number of employees will be available to provide adequate service during the core hours (9:30 a.m. - 3:30 p.m.). Also, supervisors may disapprove or require a change in any work schedule to avoid adverse impact on daily operations.

(1) Credit Hours. Any hours worked under an officially designated flexible work schedule which are in excess of an employee's basic work requirement. Credit hours must be worked at the election of the employee but are subject to prior managerial approval on Form WA 3600-2. In AFS, division and staff managers only are authorized to approve credit hours for employees. Credit hours may not be allowed, granted, or in any way utilized under the CWS (e.g., 4/10 or 5-4/9 work plans).

(2) Documentation. All offices and staffs must establish an internal recording system to ensure that all employees meet the 80-hour work requirement each pay period. The supervisor must ensure that employees' work schedules, leave and absences are properly documented on time and attendance (T&A) records. The reverse side of Form WA 3600-2 provides a log sheet that may be used to track employees hours and days of scheduled work, mealtime, and day(s) off. Local reproduction of this form is permitted and is shown in appendix 1, figure 2.

(3) Time and Attendance Training. In accordance with Notice DOT N 2730.7, Time and Attendance Reports and Records Correspondence Course, dated April 16, 1992, supervisors shall ensure that all T&A clerks complete the directed study course 14036, Time and Attendance Reports and Records Correspondence Study, prior to handling T&A records. Chapter 11 of the correspondence course covers the standards and procedures for reporting T&A under flexible and compressed work schedules. Individual requests for the course should be submitted to the FAA Mike Monroney Aeronautical Center using Form AC 3145-2, Correspondence Study Enrollment Application (appendix 1, figure 3).

(4) Schedule Adjustments. Participants of AWS shall be reminded that if they will be on temporary duty, scheduled for training, detailed outside the organization, or encounter

unexpected job-related situations, work schedules shall be adjusted to accommodate the operational needs of the Government.

6. PROGRAM EVALUATION. In order to conduct an evaluation of the program's effectiveness, specific recordkeeping and reporting information must be documented. Supervisors must document the following information:

a. Record the number of employees that participate in the program by routing symbol and type of position.

b. Record the pay period of entry and withdrawal from the program by routing symbol and type of position. Specify the reason for entry or withdrawal from the program (e.g., reduced transportation costs, carpooling, etc.).

c. Record number of nonsupervisory and supervisory employees' selections of specific AWS schedule options.

d. Document the impact of AWS (positive and negative) on the following items:

- (1) Operational costs; e.g., overtime decrease.
- (2) AFS service to the public.
- (3) AFS operational efficiency; e.g., ability to hold meetings, meet deadlines, and cover office functions.
- (4) AFS recruitment and retention of employees.
- (5) Employee scheduling based on annual leave requests, official training, and official travel.
- (6) Employee and supervisory morale.
- (7) Supervisor's time associated with managing AWS within the work unit (staffs, branches, and divisions).

7. REPORTING REQUIREMENT. AVR will conduct an evaluation 6 months after the adoption of AWS to assess the program effectiveness. Also, the Office of Human Resource Management, AHR-100, shall conduct an annual review of this program to determine the basis for continuation, modification, or termination of the use of AWS in headquarters. Therefore, in the interim it will be imperative that each manager document individual experiences with AWS as stated in paragraph 6 and be prepared for the initial program review by AVR 6 months after inception of AWS, as well as the annual review by AHR-100.

/s/ William J. White

Deputy Director, Flight Standards Service

APPENDIX 1. ALTERNATIVE WORK SCHEDULE FORMS

FIGURE 1. WORK SCHEDULE CHANGE REQUEST

1. I request that my work schedule be changed to the schedule indicated or to accommodate the credit hour action listed.

a. FLEXIBLE WORK SCHEDULE

Flexitour: a fixed schedule from _____ to _____ including lunch from _____ to _____

Gliding Schedule Variable Day Schedule

Variable Week Schedule Maxiflex Schedule

b. COMPRESSED WORK SCHEDULE

4-Day/10-hour Schedule: from _____ to _____ including lunch from _____ to _____

Days off: Week 1 _____ Week 2 _____

5-4/9 Schedule: 9-hour days from _____ to _____ including lunch from _____ to _____

and an 8-hour day from _____ to _____ including lunch from _____ to _____

Days off: Week 1 _____ Week 2 _____

c. STANDARD WORK SCHEDULE

5-Day/8-hour Schedule from _____ to _____ including lunch from _____ to _____

d. CREDIT HOUR ACTION

Earn or use (circle action below) credit hour(s) on the following date(s) and time(s):

EARN/USE Date _____ Time _____ EARN/USE Date _____ Time _____

EARN/USE Date _____ Time _____ EARN/USE Date _____ Time _____

EARN/USE Date _____ Time _____ EARN/USE Date _____ Time _____

2. A graphic description of the hours and days that this request includes during a pay period is/is not provided on the reverse side of this request form.

3. I request that this schedule become effective on the pay period beginning _____

(Employee's Signature)

(Date)

4. Your request for schedule change is approved disapproved.

Comments:

(Approving Authority)

(Date)

Form WA 3600-2 (10-91)

(Local Reproduction Authorized)

APPENDIX 1. ALTERNATIVE WORK SCHEDULE FORMS

FIGURE 2. DAILY ATTENDANCE LOG

WEEK ONE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
6:00					
7:00					
8:00					
9:00					
10:00					
11:00					
12:00					
1:00					
2:00					
3:00					
4:00					
5:00					
6:00					
Total hours Daily					

Total hours/week _____

WEEK TWO

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
6:00					
7:00					
8:00					
9:00					
10:00					
11:00					
12:00					
1:00					
2:00					
3:00					
4:00					
5:00					
6:00					
Total hours Daily					

Total hours/pay period _____

To: _____

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