



U.S. Department
of Transportation
**Maritime
Administration**

MANUAL OF ORDERS

MARITIME ADMINISTRATIVE ORDER

REVOKES

NO. MAO 760-640
Amendment 1

EFFECTIVE DATE
April 15, 2003

SUBJECT

ALTERNATE WORK SCHEDULE (AWS)

This amendment incorporates the gliding schedule to the Alternative Work Schedules Program. It also updates the Alternative Work Schedules (AWS) Guide, formerly referred to as Alternative Work Schedules (AWS): A Guide for Employees and Supervisors.

Bargaining unit employees will not be covered by this amendment until appropriate negotiations with employee representatives as provided under 5 U.S.C. 7117(d)(2) have occurred.

Accordingly, the order is amended as follows:

On page 1, under Section 5. Definitions, add new definition as follows:

Gliding Schedule: This work schedule allows the employee to vary their arrival and departure times each day from a flexible time band. The employee must be present during the core hours of the day (9:30 – 11:30 a.m. and 1:30 – 3:30 p.m.).

On page 2, under Section 6. Flexitour Work Schedule, add new section 6.04 as follows:

6.04 Employees approved to work a gliding schedule may vary their arrival and departure time each day. Employees under this schedule are required to work an eight (8) hour day and must be present during the core duty hours. This type of schedule will allow maximum flexibility for both the employee and manager. Flexible hours in which the employee may report to work are from 7:00 – 9:30 a.m. Flexible hours in which the employee may depart the workplace are from 3:30 - 6:00 p.m. **Example:** The employee may report to work at 7:00 one day. This employee would be required to work until 3:30 that same day. The next day the employee may report to work at 8:00, which would require the employee to work until 4:30 that day. No fixed schedule of arrival or departure times is required.

On page 3, Section 8.01, delete Flexitime Work Schedule, Form MA-822 and replace it with Alternative Work Schedule, Form MA-822.

On page 3, Section 9, delete Alternative Work Schedules (AWS), A Guide for Employees and Supervisors and replace it with Alternative Work Schedule (AWS) Guide.

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