

OFFICE OF TRAINING AND COMMUNICATIONS

Alternate Work Schedules (AWS)
for the Office of Training and Communications

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PURPOSE

- This MAPP describes policies and procedures governing the Alternate Work Schedule (AWS) program for all components of the Office of Training and Communications (OTCOM).
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BACKGROUND

- The AWS program provides individuals with the flexibility to schedule their work time to accommodate their needs as long as it does not materially disrupt the conduct of Center or Office business.
 - FDA has revised its policies regarding core hours and flexible bands. CDER's AWS program is described under MAPP 4657.1. This MAPP provides the policies and guidelines for the implementation of AWS within all components of OTCOM, as required under MAPP 4657.1.
 - Implementing AWS within OTCOM requires balancing the need to work as a team with the individual needs of employees. The work of the divisions is highly demanding, often requiring work to be accomplished under tight deadlines. To meet these deadlines, the individual staff members must work well together as a team, with opportunities for frequent and direct (often face-to-face) communication. The implementation of AWS must not undermine the effectiveness and efficiency of this team effort. In addition, it is recognized that many of the job responsibilities of OTCOM, as a service organization, require incumbents to perform their job responsibilities during regular work hours. At the same time, we want to allow employees and supervisors to use the AWS program to accommodate employees' needs as much as possible
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without compromising our work and mission. OTCOM's AWS plan represents an effort to achieve this balance.

REFERENCES

- CDER MAPP 4657.1, Alternate Work Schedules
 - CDER MAPP 4657.3, Overtime Policy
 - CDER MAPP 4501.2, Flexible Workplace Arrangements Program (FWAP) for the Office of Training and Communications
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DEFINITIONS

- **Alternate work schedule:** Any work schedule other than a designated fixed work schedule.
 - **Basic work requirement:** The number of hours an employee is regularly scheduled to work (i.e., full-time employees, 8-1/2 hours a day, 40 hours in a week, or 80 hours in a biweekly pay period; for part-time employees, fewer than 40 hours (but not less than 16 hours or more than 32 hours) in a week or fewer than 80 hours in a biweekly pay period).
 - **Core hours:** The time during the workday during which an employee covered by a flexible (not compressed) work schedule must be present for work. (Note: Official business hours for OTCOM and CDER are 8:00 a.m. to 4:30 p.m., Monday through Friday. Core hours for OTCOM are from 10:00 a.m. to 2:00 p.m.)
 - **Compressed work schedule:** Employees fulfill the requirement of working 80 hours in a biweekly pay period over a span of 8 or 9 workdays (i.e., 5-4/9 (work 9 hours for 5 days of the first week and 4 days the next week with 1 day off) or 4/10 (work 4 days for 10 hours each week with 1 day off a week)). This is a fixed schedule with a predetermined starting and ending time for each workday in the pay period, and the same day off each pay period. No credit hours may be earned by employees on a compressed work schedule.
 - **Credit hours:** Hours worked in a day in excess of the basic work requirement.
 - **Flexible bands:** The time band during the workday/workweek during which an employee may choose to vary the times of arrival to and departure from the work site. These time frames also define the time bands within which credit hours may be earned. Flexible bands also define the times on weekends during which credit hours can be earned.
 - **Maxiflex (flexitime):** Work is performed within the designated flexible band of hours and employees must be present for work or on approved leave during core hours. Employees are allowed, with supervisory approval, to earn credit hours during the flexible bands.
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MANUAL OF POLICIES AND PROCEDURES

CENTER FOR DRUG EVALUATION AND RESEARCH

MAPP 4501.1

- **Overtime work:** Work that is officially ordered and **approved in advance** for a specifically defined project and performed outside the employee's official work schedule.
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POLICY

- The maximum flexible bands that can be permitted in OTCOM are those allowed by CDER.

Maxiflex schedule:

Monday through Friday 5:00 a.m. to 9:30 a.m.; 3:30 p.m. to 10:00 p.m. (core hours = 10:00 a.m. to 2:00 p.m.)

Saturday and Sunday 5:00 a.m. to 6:00 p.m. (Credit hours may only be earned with advance approval, on a limited basis, for a special project.)

1. Official business hours for CDER and OTCOM are from 8:00 a.m. until 4:30 p.m., Monday through Friday. Live telephone coverage must be provided during these hours. Center, Office, and Division management are required to ensure adequate staffing of all Center functions during official business hours.
2. Employees are expected to be available for meetings during business hours, even if their attendance would interfere with their normal work schedule. Meeting times and training times are not defined by the core hours, but can be scheduled to accommodate Center and Office needs.
3. Full-time and part-time employees are eligible to participate in a maxiflex work schedule. In all cases, the maxiflex schedule options available to employees will depend on coordinating employee schedules so that adequate office coverage is maintained and work operations are enhanced or not hindered. Requests to participate in a maxiflex work schedule must be initiated by the employee's supervisor and approved by the Office Director. For part-time employees, time worked in excess of the scheduled tour may be recorded as credit time.
4. As indicated in OTCOM's FWAP plan (MAPP 4501.2), an employee may not earn credit time while working at home under a FWAP agreement, except on weekends or in extenuating circumstances (approved in advance), as noted below. However, on the day(s) a full-time employee is scheduled to work off-site, the employee is permitted with supervisory approval to vary the beginning of the workday within the 7:00 a.m. to 9:30 a.m. timeband. A part-time employee working offsite under a FWAP agreement must report to work at the times designated in the FWAP agreement.
5. Under certain extraordinary circumstances, such as an important project, eligible employees may substitute a Saturday and/or Sunday for a regular workday by earning up to 8 hours a day of credit time, and up to 16 hours for both Saturday and Sunday. This request must be approved in advance by the employee's Office Director. For those who would perform this work away from their official duty station, a flexible workplace agreement must be approved in advance in writing, and employees must account for the time claimed as work. Note: Flexible

bands do not permit earning credit time after 6:00 p.m. on Saturday or Sunday.

6. Credit hours may not be earned by Commissioned Corps Officers, SES employees, or Title 38 employees. However, employees in these categories are permitted, with supervisory approval, to adjust their core hours within the limits defined by MAPP 4657.1 to receive credit for an 8-1/2 hour workday, or portions thereof.
7. For eligible full-time employees, up to 4 hours of credit time may be earned in a normal workday (Monday through Friday). Written supervisory approval is required to earn more than 2 hours of credit time in a single workday. For eligible part-time employees, up to 2 hours of credit time may be earned in a normal workday. Credit hours may be earned for work projects that require additional time beyond the normal work day to complete, as approved in advance by the supervisor. Specific additional work products as a result of earning credit time are expected. A maximum of 24 credit hours may be accumulated and carried forward from one pay period to the next for **full-time employees only**. Part-time employees may carry forward credit hours up to 1/4 of their official tour of duty hours as recorded on their SF-50. Any credit hours in excess of the amount allowed to be carried forward to the next pay period are lost. Credit hours must be earned in advance and may be used just like annual leave, with the advance approval of the supervisor. Credit hours do not convert to pay.
8. Attendance at professional meetings during the evenings (after 5 p.m.) and weekends may not substitute for a normal workday, and cannot be claimed as credit time, compensatory time, or overtime. This policy does not apply to "non-exempt" employees who are covered by the Fair Labor Standards Act (FLSA). This includes secretaries and all employees Grade GS-7 and below.
9. Time off during an employee's basic work requirement must be charged to the appropriate leave category. The minimum charge for leave is 1/4 hour, and additional charges are in multiples thereof. All employees will be required to account for their time through use of a designated time accounting system.
10. In all cases, the AWS options available to employees will depend on coordinating employee schedules so that adequate office coverage is maintained and work operations are not hindered. An employee's participation in AWS may temporarily be withdrawn or modified by a supervisor for a specified period of time based on anticipated or emergency workloads. Advance notice of at least 1 week should be given to the employees if circumstances permit.

11. Overtime work must be approved in advance, and must be in excess of the employee's scheduled tour of duty. SES, Commissioned Corps, and Title 38 employees are not eligible to earn overtime.
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RESPONSIBILITIES

- **The Director, Office of Training and Communications will:**
 1. Review the Office of Training and Communications's AWS plan at least annually and decide whether to continue, modify, or terminate it. Any changes should be filed with the Director, OM.
 2. Approve or disapprove employee requests for exceptions to OTCOM core hours.
 3. Approve or disapprove division AWS plans.
 4. Approve or disapprove AWS requests.
- **Division Directors/Supervisors will:**
 1. Determine to what extent AWS should be implemented in the division.
 2. Adopt OTCOM's plan and distribute to all employees in the division, or develop a supplemental plan with division-specific additions. Additions may make the plan more restrictive, but may not make the plan less restrictive than the OTCOM plan.
 3. Review the division's AWS supplemental plan at least annually and decide whether to continue, modify, or terminate it. Any changes should be approved by the Director, OTCOM, and filed with the Director, OM.
 4. Consider each employee's preference and determine the appropriate schedule for each employee, based on the work responsibilities of the individual, the needs of the work unit, workload requirements, and the requests of other employees.
 5. Approve the division's method and procedures for accounting for time and attendance).
 6. Determine on a continuing basis when the work requirement of certain positions preclude employees in those positions from participating in the maxiflex or AWS work schedules.
 7. Review and, if in agreement, forward employee requests for exceptions to OTCOM core hours to the Director, Office of Training and Communications for final approval.
 8. Ensure appropriate staffing of the work unit at all times and accountability for all work, including work done outside core hours and while earning credit time.

MANUAL OF POLICIES AND PROCEDURES

CENTER FOR DRUG EVALUATION AND RESEARCH

MAPP 4501.1

- **Employees will:**
 1. In advance, request their supervisor's permission to participate in a maxiflex work schedule.
 2. Account for their time through use of a division-designated time accounting system, such as a time clock or a sign in/out system.
 3. Submit to their supervisor written requests for ongoing exceptions to OTCOM core hours for approval by the Director, Office of Training and Communications. Employees may not participate in maxiflex work schedules that contain exceptions to OTCOM's core hours until they have received approval of their request.

 - **Division of Management Services, Office of Management will:**
 1. Provide information and guidance to Center employees on AWS policies and procedures.
 2. Review supplemental plans for adherence to Center policies before submitting to Director, OM, for clearance.
 3. Maintain a record of all supplemental plans.
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REDELEGATION

- The Center Director has redelegated authority to approve AWS requests to Office Directors with no further redelegation authorized.
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EFFECTIVE DATE

This MAPP is effective upon date of publication.