



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DIRECTOR, EUROPE
UNIT 29649 BOX 7000
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March 1, 2004

MEMORANDUM FOR DIVISION CHIEFS, DoDDS-EUROPE

SUBJECT: Implementation of Alternative Work Schedule (AWS) in DoDDS-E for Above School Level, General Schedule and Wage Grade Employees.

Reference(s): (a) Federal Employee's Flexible and Compressed Work Schedules Act of 1982 (Public Law 97-221), as amended

(b) DoDEA Directive Memorandum – Work Schedule Program Implementation, April 17, 1995

(c) Office of Personnel Management Handbook on Alternative Work Schedules, December 11, 2002

A. PURPOSE: This is to establish the DoDDS-E AWS policy for above school level, general schedule and wage grade full time employees in conformance with Public Policy, reference (a), DoDEA policy reference (b), and OPM handbook reference (c), implementing AWS for civilian employees. This policy also establishes approval criteria as well as approval levels for implementing and approving AWS.


B. APPLICABILITY: This policy applies to all competitive service employees in DoDDS-E stationed at the American Arms Office Complex and Mainz-Kastel. DoDDS-E will follow the procedures as outlined in the DoDEA Work Schedule Program as authorized by the Federal Employee' Flexible and Compressed Work Schedules Act of 1982. In implementing AWS, DoDDS-E will adhere to the following criteria:

1. Each employee who chooses to participate in AWS will develop a proposed bi-weekly schedule. The supervisor must approve each employee's proposed bi-weekly schedule prior to the implementation of AWS.
2. The employee, with the supervisor's approval, is responsible for establishing a back up for the employee when he/she is on AWS. The supervisor will maintain the master work-schedule for each employee.
3. Telephone coverage is mandatory at all times. When the employee is on AWS, his/her phone will be forwarded to the employee designated as the back up.

4. Each employee on AWS must set an "Out of Office" email reply message identifying his/her backup.
5. AWS will not be authorized during times when workload is at its peak. The supervisor is responsible for determining time periods when AWS is not authorized.
6. If an employee works on his/her scheduled AWS day, the employee will not be allowed to take two (2) AWS days the following week.
7. With respect to AWS, "overtime" hours refer only to any time in excess of 80 hours in a pay period.
8. Supervisors will use a sign-in sign-out board as recommended in the AWS guidelines (attached). The board should have the names of the employee and his/her backup when they are on AWS.
9. All timekeepers must ensure they adhere to the proper procedures when documenting AWS on the time sheets. Supervisors must ensure that timekeepers receive the appropriate training prior to the implementation of AWS to avoid improperly completing the time sheets.

C. IMPLEMENTATION: It is understood that no employee shall be required to participate in the AWS. Employees electing not to participate will continue working his/her normal schedule. It is also understood that AWS is not a right and may be terminated at any time.

D. EFFECTIVE DATE: March 7, 2004.


DIANA J. OHMAN
Director, DoDDS-Europe

Attachment:
As stated