

# Reclamation Manual

## Policy

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**Subject:** Alternative Work Schedules

**Purpose:** To establish Reclamation policy governing the use of alternative work schedules.

**Authority:** 5 U.S.C. Chapter 61, Hours of Work, Subchapter II, Flexible and Compressed Work Schedules; 5 CFR 610, Hours of Duty; OPM Handbook on Alternative Work Schedules, December 1996; 370 DM 610, Hours of Work; Labor Management Relations (LMR) Guidance Bulletin on Negotiating Flexible and Compressed Work Schedules, July 1995.

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1. **Policy.** In accordance with Federal statutes and regulations, Reclamation provides policy and practices which affirm the strong commitment to the value of flexible work schedules and their proper use. The policy allows employees and their supervisors maximum opportunity to design work schedules to accommodate both Reclamation and employee needs. It also provides flexible hours that will enable employees to schedule their work and meet the needs of their families.
2. **Responsibilities.**
  - A. **Regional and Office Directors and the Chief of Staff.** Regional and Senior Executive Service (SES) level Office Directors and the Chief of Staff are the approving officials authorized to establish and modify alternative work schedules.
  - B. **Manager, Human Resources Division.** The Manager, Human Resources Division, Management Services Office, Office of Policy, Management and Technical Services, is responsible for establishing procedures to facilitate the provisions of establishing alternative work schedules in accordance with applicable laws, regulations, Department policy, and applicable bargaining unit agreements.
  - C. **Servicing Human Resource Officers.** Servicing human resource officers will provide guidance and advice to management on the provisions of establishing alternative work schedules.
  - D. **Supervisors and Managers.** Supervisors and managers will serve as the decision makers on requests for employees working alternative work schedules. These determinations will be made in consultation with appropriate management officials such as division-level managers and human resources managers.
3. **Alternative Work Schedule.** Reclamation adopts the alternative work schedule, which includes both flexible and compressed work schedules (CWS), as its standard work schedule, and encourages flexibility in establishing variations in the work schedule to meet employee and organizational needs to the maximum extent possible. However, management

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also reserves the right to establish a regular, fixed workweek and/or shift operations in accordance with existing regulations as the work of the organization dictates, or to deal with other issues on a case-by-case basis.

4. **Authority to Establish Alternative Work Schedules.** The authority to establish and modify alternative work schedules is delegated from the Commissioner to all Regional and SES-level Office Directors and the Chief of Staff for Washington D.C.-based employees.
5. **Alternative Work Schedule Plans.** A specific plan must be developed for each alternative work schedule.
  - A. **Compliance with Authorities.** Alternative work schedules must be in compliance with the authorities listed above and related OPM regulations and law, such as those dealing with overtime, night pay, holiday pay, etc.
  - B. **Coverage.** Regional and local plans must prescribe coverage and exceptions to coverage.
  - C. **Time and Attendance.** Regional and local plans must prescribe time and attendance procedures.
  - D. **Customer Service Hours.** Local plans must specify official business hours for customer service purposes. An adequate level of office coverage must be maintained during those hours. Voice mail does not constitute coverage.
6. **Definitions.**
  - A. **Administrative Workweek.** The administrative workweek is Sunday through Saturday (7 consecutive 24-hour periods).<sup>1</sup>
  - B. **Basic Workweek.** The basic workweek is a 40-hour workweek that does not extend over more than 6 out of any 7 consecutive days.<sup>2</sup>
  - C. **Compressed Work Schedule.** One CWS is a fixed, 5/4-9 work schedule that includes eight 9-hour days, one 8-hour day, and one day off in a 10-day biweekly pay period. Another CWS is a four-day work week of four 10-hour days.
  - D. **Credit Hours.** Credit hours are part of the basic workweek. The purpose of credit hours is to allow employees to vary which of the 8 hours in a day, 40 hours in a week, and 80 hours in a pay period they work.

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<sup>1</sup> 5 U.S.C. Chapter 61

<sup>2</sup> Ibid

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- E. **Flexible Work Schedules.** Official Flexible Work Schedules are an 8-hour workday and 40-hour basic workweek (which does not extend over more than 6 of any 7 consecutive days). Only the actual hours and/or days worked may vary.
    - (1) The flex band hours are 6 a.m. to 6 p.m.
  - F. **Maxiflex Schedule.** The Maxiflex schedule is only available for members of the SES.
  - G. **Official Business Workweek.** The official business workweek for customer service purposes is Monday through Friday.
7. **General Rules Governing Credit Hours.**
- A. **Saturday and Sunday.** For the purpose of earning credit hours, Saturday and Sunday are included in the tour of duty as flexible workdays with no regularly scheduled work hours. Employees may earn credit hours on Saturday and Sunday, with prior supervisory approval, if included in the local alternate work schedule plan.
  - B. **Sunday Premium.** Credit hours worked on a Sunday, with prior supervisory approval, will not be eligible for Sunday premium pay.
  - C. **Maximum Earnings.** The daily maximum earnings for credit hours is 2 hours except for normal non-workdays (Saturday, Sunday) or other non-workday, in which case the maximum is 8 hours. Credit hours can only be earned after completing the daily basic workday. Credit hours can be earned/used in no less than 15-minute increments. The maximum hour carryover to the next pay period is 24 hours.
  - D. **Credit Hours Earned.** Credit hours must be earned before they are used. They cannot be advanced. Credit hours are worked at the election of the employee, with prior supervisory approval, consistent with Regional and local policies governing the parameters to earn and use credit hours.
  - E. **Prohibitions.** Credit hours cannot be earned on a CWS (e.g., 5/4-9), for training hours, on a holiday, or during travel time.
8. **Union Involvement.** When an exclusive bargaining unit exists, establishment of, or changes to, any flexible or CWS, such as credit hours, is subject to the provisions of applicable collective bargaining agreements.