



THE ASSOCIATE DEPUTY SECRETARY OF THE INTERIOR  
WASHINGTON

DEC 14 2007

Memorandum

To: Assistant Secretaries  
Heads of Secretarial Offices

From: James E. Cason  
Associate Deputy Secretary

Subject: Alternative Work Schedule Policy for the Office of the Secretary

Effective immediately, the attached Alternative Work Schedule Policy will serve as the official policy for alternative work schedules within the Office of the Secretary. It also assigns responsibilities and establishes the rules and procedures regarding administering AWS, authorized by 5 U.S.C., Chapter 61, Subchapter II – Flexible and Compressed Work Schedules.

The purpose of this policy is to provide for consistent application of work schedule flexibilities where management determines implementation of those flexibilities contributes to the effective management of an office. Offices will have the ability to choose the extent to which these flexibilities are implemented. The policy provides a structure for requesting and approving alternative work schedules within the OS and for recording time in the official Departmental system, Quicktime.

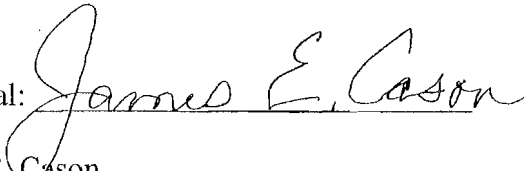
First-level supervisors within the OS have the authority to approve or disapprove the request of any subordinate employee with a basic work requirement (excluding intermittent employees) to participate in some form of AWS in accordance with the provisions of this policy. Senior Executive Service employees are eligible to participate, although they are prohibited from accruing credit hours under an AWS. (See 5 CFR § 610.408).

In considering whether or not to approve flexible work schedules, supervisors must ensure doing so will not adversely impact adequate office coverage and achievement of performance results. The individual choices available to employees are **privileges, not entitlements**. No one has an inherent right to a particular work schedule, and it may be appropriate to exclude or subsequently remove from the program an employee or groups of employees based on the nature of their jobs, achievement of performance results, the meeting of customer needs, or ensuring office coverage. Employees may be required to adjust their schedules to meet work requirements as determined by the supervisor or manager. Further, due to varied work requirements, employees may not all be accommodated in the same manner.

An executive summary of the key aspects of this policy is attached. Implementation training sessions for supervisors and employees will be held in the next few months.

cc: Deputy Secretary  
Chief of Staff  
Deputy Chief of Staff  
Solicitor  
Inspector General  
Special Trustee for American Indians  
Policy, Management, and Budget Deputy Assistant Secretaries

Approval:



Disapproval: \_\_\_\_\_

James E. Cason  
Associate Deputy Secretary

## **Executive Summary**

### **New Office of the Secretary – Alternative Work Schedule (AWS) Policy**

#### **Background**

Overall, AWS is a valuable tool for managers and employees alike. It is authorized by 5 U.S.C., Chapter 61, Subchapter II – Flexible and Compressed Work Schedules. AWS is currently being applied in some offices of the OS without formal policy guidance or approval. This policy would ensure the uniform application of these flexibilities in accordance with regulatory guidance.

The purpose of this policy is to provide for a consistent application of work schedule flexibilities where management determines implementation of those flexibilities contributes to the effective management of an office. This should not be interpreted to mean that all offices will have the same flexibilities within the policy. The policy provides a structure for requesting and approving alternative work schedules within the Office of the Secretary (OS) and for recording time in the official Departmental system, Quicktime.

#### **Key Provisions of the Policy**

The policy establishes these elements for the Office of the Secretary:

- All OS employees may request to participate, including SES members, except that SES members may not earn credit hours.
- Provides for both flexible (including Maxiflex) and compressed work schedules. Prior to this policy, we only had approval for compressed work schedules.
- For customer responsiveness the OS workday is from 8:00 a.m.–5:00 p.m., Monday through Friday. Employees and their supervisors must coordinate schedule to ensure office coverage during these times.
- Core Time is established from 9:30 a.m.–3:30 p.m. Core hours are that part of the schedule of hours during the workday that employees must be present at work or on leave.
- Flexible times are 6:30 a.m. to 9:30 a.m. and 3:30 p.m. to 7:30 p.m. The starting and ending times of alternative work schedules must be consistent with these flexible times; e.g., the earliest employees may schedule to begin work is 6:30 a.m., and the latest they normally may schedule to work is 7:30 p.m.
- Credit Hours:
  - Credit hours are hours worked voluntarily beyond 80 hours in a pay period that can be carried over for use in another pay period.
  - Employees work credit hours voluntarily.
  - Supervisory approval is required to earn and use credit hours. Blanket approval may be given at the supervisor’s discretion.
  - Credit hours can be worked and used in 15-minute increments.
  - Full time employees may only carry over 24 credit hours from one pay period to another. Part time employees may carry over one-fourth of their regular biweekly work requirement.
  - SES members are prohibited from accruing credit hours under an AWS.
- Overtime occurs when the supervisor determines the need exists and orders an employee to work additional hours. Those additional hours of work are subject to the provisions of the overtime regulations.

- Accurate accounting for time is crucial to implementation of this policy. Employees are required to record their beginning and ending time of each day's work in the Department's automated timekeeping system, Quicktime. Supervisors are also required to approve the hours worked in the Quicktime system.
- It is highly recommended that a sign-in/sign-out log be used in offices that implement the flexible work schedule.

### **Benefits**

- More hours worked because employees will be able to make up time off instead of taking leave.
- Improved morale among employees.
- Formalized policy and procedures to replace differing practices now in effect throughout the OS.
- Strengthens management's internal controls related to the use of and accounting for time.
- Allows employees and managers more flexibility in providing office coverage.

### **Challenges**

- Supervisors will need to use discretion in considering individual requests in order to ensure appropriate office coverage and achievement of individual and office performance results.
- Where AWS schedules are not appropriate because of sound business-based reasons, the supervisor will be required to explain and enforce that decision.

**UNITED STATES DEPARTMENT OF INTERIOR  
OFFICE OF THE SECRETARY**

**ALTERNATIVE WORK SCHEDULE POLICY**

**1. Introduction**

This document serves as the official policy for alternative work schedules (AWS) within the Office of the Secretary (OS). It also assigns responsibilities and establishes the rules and procedures regarding administering AWS, authorized by 5 U.S.C., Chapter 61, Subchapter II – Flexible and Compressed Work Schedules.

**All OS employees** with a basic work requirement (excluding intermittent employees) may be eligible to participate in some form of AWS in accordance with the provisions of this policy and with the approval of their immediate supervisor. Senior Executive Service (SES) employees may request to participate, although they are prohibited from accruing credit hours. (See 5 CFR § 610.408).

Supervisors are encouraged to work with individual employees, primarily, to ensure that all work schedules will maintain office coverage and achieve performance results, and, secondarily, to accommodate the personal needs of employees through maximum flexibility in scheduling their work to the maximum extent reasonable and practicable.

There are multiple options designed to meet both management and accommodate employee needs. The system's flexibility can improve not only the quality of our customer service, but also the personal lives of employees. However, the individual choices available to employees are **privileges, not entitlements**. No employee has an inherent right to a particular work schedule. Employees or groups of employees may be excluded or subsequently removed from the program due to reasons such as the nature of their jobs, meeting customer needs, ensuring performance results are achieved, or ensuring office coverage. Employees may have to adjust their schedules to meet work requirements as determined by their supervisor or manager. And, due to varied work requirements, employees may not all be accommodated in the same manner.

Supervisors must ensure that their decisions regarding individual requests are rational, fair, and based on legitimate, nondiscriminatory reasons.

**2. Performance Requirement**

The mission requirements and organizational goals and objectives of the Office of the Secretary as well as the established performance objectives of individual employees must continue to be met when an office utilizes AWS. If at any time organizational effectiveness, productivity, efficiency, or individual performance is negatively impacted, AWS arrangements may be restricted or terminated as necessary.

To ensure appropriate office coverage and customer responsiveness, employees and their supervisors must coordinate schedules to ensure office coverage during regular Departmental office hours from 8:00 a.m. to 5:00 p.m., Monday through Friday at a minimum. The scheduled workday for OS employees in the Main Interior Building may begin as early as 6:30 a.m., and may end as late as 7:30 p.m. Regular office hours and the scheduled workday for other Interior locations should be defined similarly, but may vary based on the type, nature of the work, and location of the facility.

### **3. Types of AWS**

Each type of AWS is described below. In addition, a chart that compares the features of each option is provided in Appendix A.

#### **1. Flexible Work Schedule**

**a. Flexitime**—commonly referred to as the “gliding schedule,” this type of AWS provides for flexible arrival, departure and lunch periods and has specified core hours in each of 10 workdays in the pay period. Full-time employees are required to work during their scheduled work hours, or use leave, credit time, and/or compensatory time off during specified core hours and 8 regular hours on each of 10 workdays in the biweekly pay period. Employees may be allowed to earn credit hours under the guidelines in this policy after the biweekly work requirement is met.

**b. Maxiflex**—this type of AWS allows for the establishment of flexible arrival and departure times, and flexible lunch periods, and requires that specific core hours be established on at least three days of the work week. There is no daily or weekly requirement. Employees must work or account for their whereabouts, by leave, credit time, or compensatory time off, to meet their biweekly work requirement (80 hours for full-time employees). Employees may vary the number of hours they work each day and each week for a maximum of two days off per pay period. Employees working under this type of AWS should gain approval from their immediate supervisor for their planned schedule by the beginning of each pay period. Credit hours may be earned with supervisory approval but will not accrue until after the biweekly work requirement is met. In addition to full Maxiflex, employees have the option of working schedules similar to those under a compressed schedule as follows.

**c. Maxiflex 5/4-9**—requires the employee to establish a daily schedule of nine hours on each of 8 work days, 8 hours on 1 work day and one AWS day off per pay period. The AWS day off is established but may be swapped for another day within a pay period with prior supervisory approval. Arrival and departure time bands and core hours are established for days on which work is scheduled. Flexible lunch periods are allowed,

with prior supervisory approval. Credit hours may be earned but will not accrue until after the biweekly work requirement has been met.

**d. Maxiflex 4/10**—requires the employee to establish a daily schedule of 10 hours on each of 4 workdays each week with 1 AWS day off per week. The AWS day off is scheduled on a recurring basis, but may be swapped for another day within a pay period with prior supervisory approval. Arrival and departure time bands and core hours are established for days on which work is scheduled. Flexible lunch periods are allowed with prior supervisory approval. Credit hours may be earned but will not accrue until the biweekly work requirement has been met.

Sample schedules are shown in Appendix B.

2. **Compressed Work Schedules**—this type of AWS requires a fixed schedule where the employee may fulfill the biweekly work requirement on less than 10 workdays in the pay period. Arrival and departure times are fixed. There are no core hours, flexible time bands, or flexible lunch periods. Employees are limited to a ½-hour uncompensated lunch period. Credit hours may not be earned. Employees may select, with supervisory approval, a set arrival time and may work one of the following schedules.

**a. Compressed 5/4-9**—under this schedule, employees work nine hours on eight workdays in the pay period, eight hours on one day in the pay period and have one AWS day off. The AWS day off is fixed at the time the schedule is established and may not be swapped for another day.

**b. Compressed 4/10**—under this schedule, employees work four 10-hour days each week of the biweekly pay period and have one AWS day off each week. The AWS day off is fixed at the time the schedule is established and may not be swapped for another day.

Sample schedules are shown in Appendix B.

#### **4. Credit Hours**

Credit hours are hours an employee works voluntarily, with prior supervisory approval, in excess of the normal hours worked in a pay period. Credit hours can be carried over for use in another pay period.

Supervisory approval is required to earn and use credit hours. Blanket approval for an employee to earn credit hours may be given at the supervisor's discretion; however, such deviations should be an exception. Credit hours may not be earned on Saturdays, Sundays, or holidays.

Credit hours may be earned on regular workdays or on the employee's AWS day off as long as no more than 12 total hours are worked on any day. Therefore, employees working an 8-hour schedule may work up to four extra hours per day; those on a 9-hour schedule may work up to three extra hours per day, and those on a 10-hour schedule may work up to two extra hours per day. Once the employee has completed 80 hours in a pay period (or less for a part-time employee), additional hours worked will be considered and input into the Department's automated timekeeping system, Quicktime, as credit hours. Extra hours worked in the pay period will not be recorded as credit hours until such time as the employee has met the 80-hour biweekly requirement.

Part-time employees on Maxiflex must work the number of hours specified in their tour of duty for the pay period before they may accrue credit hours. Part-time employees in Flexitime must work 80 regular hours prior to being able to earn credit hours. Hours an employee works in addition to their normal tour of duty for the pay period, up to 80 hours, will be paid at the regular hourly rate.

Credit hours must be earned within the time period established for the length of the workday, i.e., between the hours of 6:30 a.m. and 7:30 p.m. for Main Interior employees.

Credit hours may be earned in 15-minute increments. Members of the Senior Executive Service are prohibited from accruing credit hours under an AWS. (See 5 CFR § 610.408)

Full-time employees may carry only over a maximum of 24 credit hours from one pay period to the next. Part-time employees may carry only over a maximum number of credit hours equal to one-fourth of their regular biweekly work requirement. Employees are responsible for monitoring their credit hour balance and ensuring that the maximum carryover is not exceeded. Credit hours in excess of 24 hours are forfeited and do not entitle the employee to overtime compensation. Off-the-record balances are not allowed.

Credit hours may not be earned or used by employees working under a compressed schedule. Employees who wish to establish a compressed work schedule must use all of their existing credit hours prior to doing so.

## **5. Overtime**

Employees work credit hours voluntarily. When the supervisor determines the need exists and orders an employee to work additional hours, those additional hours of work are subject to the provisions of the overtime regulations. Overtime entitlements are in accordance with applicable provisions of law and regulations. There is no basis for the OS to pay overtime to exempt employees if it is not officially ordered in advance.

Overtime hours of work are both: 1) officially ordered in advance; and 2) in excess of 8 hours in a day or 40 hours in a week for employees working a standard work schedule, or in excess of 80 hours in a pay period for those on alternate work schedule.



Exempt employees required to work overtime may be required to earn compensatory time instead of receiving overtime pay. Nonexempt employees must be paid overtime pay when required to work overtime hours, unless they request compensatory time instead.

## **6. Core Hours**

Core hours are that part of the schedule of hours during the workday, workweek, or pay period that is within the tour of duty and during which employees **must** be present at work or on leave or other excused absence. In the OS the core hours are 9:30 a.m. to 3:30 p.m., with a break of either ½- or 1-hour midday for lunch.

Employees must be present at work during core hours, except for their scheduled ½- to 1-hour lunch break, or must account for absent time with credit hours, compensatory time off, or appropriate charge to leave or other excused absence.

Supervisors may require employees to be present at work at times other than those covered by core hours to attend meetings, training, or perform other assignments as may be necessary. If so required, employees must report. If the requirement results in additional entitlement to pay such as night differential or overtime, the supervisor must compensate the employee in accordance with appropriate regulations.

## **7. Flexible Time**

Flexible times are the hours during the workday, workweek, or pay period that are within the tour of duty and during which employees may choose to vary their time of arrival to and departure from the worksite. The flexible times are 6:30 a.m. to 9:30 a.m. and 3:30 p.m. to 7:30 p.m. The starting and ending times of alternative work schedules must be consistent with these flexible times, i.e., the earliest employees may begin work is 6:30 a.m., and the latest they normally may work is 7:30 p.m. Supervisors are authorized to approve deviations to hours worked outside the flexible time of 6:30 a.m. and 7:30 p.m. Such deviations should be the exception and should not occur on a regular, recurring basis.

## **8. Meal Time/Break**

Meal time or an unpaid break of no less than 30 minutes and no more than 1 hour is required for each 6 hours or longer of work, and must be scheduled to be taken between 11:00 a.m. and 2:00 p.m. **The meal time or unpaid break may not be taken at the beginning or end of the normal scheduled workday.** Unless provided for in a labor agreement, an employee has no entitlement to a paid break during work hours. Employees must work the number of hours appropriate to their work schedule.

For example, an employee on an 8-hour schedule who arrives for work at 7:00 a.m. and who has a 30-minute meal or unpaid break between the hours of 11:00 a.m. and 2:00 p.m. is due to leave for the day at 3:30 p.m. If that same employee has a one-hour meal break, his/her workday will end at 4:00 p.m.

## **9. Holidays**

Normal regulations regarding pay status before or after a holiday will apply under this AWS policy. Part time employees will be paid under the appropriate regulations for holidays commensurate with their schedule.

Employees working under a compressed work schedule (as described in paragraph 3.2) will be paid the number of hours for which they were scheduled to work on the holiday. For example, an employee who works a compressed 4/10 schedule will receive 10 hours of holiday pay. If the holiday falls on the AWS day off and that day is a Monday, the employee will be scheduled to take Tuesday off in lieu of the holiday and will be paid the number of hours they are scheduled to work on that day. If the holiday falls on an AWS day off and that day is a Friday, the employee will be scheduled to take Thursday off in lieu of the holiday and will be paid the number of hours they are scheduled to work on that day.

Full-time employees working under a flexible work schedule (as described in paragraph 3.1) shall receive only eight hours holiday pay for holidays. Under a flexible work schedule, if the AWS day off is the same day as the holiday, the employee and supervisor will determine which day within the same pay period will be taken as the AWS day off, but generally the employee will be scheduled to take Tuesday as their AWS day off if the holiday falls on a Monday, and Thursday as their AWS day off if the holiday falls on a Friday.

## **10. Leave or Other Excused Absence**

AWS has no effect on an employee's right to use annual or sick leave. All requirements for the advanced approval of nonemergency leave remain in effect. Responsibilities of employees and supervisors with regard to requesting and approving or disapproving leave, both annual and sick, remain the same. Time off during an employee's basic work schedule must be charged to an appropriate leave category, compensatory time off, to credit hours, or other excused absence. Approved leave taken for the entire day will be charged according to the number of hours that would normally have been worked. If an AWS employee uses annual or sick leave on a day the employee was otherwise scheduled to work, the employee must be charged leave for the total number of hours required by the work schedule on that day.

Excused absence may be granted to employees on AWS under the same circumstances as with employees on other work schedules.

## **11. Administrative Leave/Early Dismissal**

When employees are not required to report to work and administrative leave is granted for the entire day (such as for inclement weather):

- Employees on an established schedule (Flexitime, Compressed, Maxiflex 5/4-9 and Maxiflex 4/10) will be excused for the number of hours for which they were scheduled to work on that day. If not scheduled to work at all on that day, the employee CANNOT be granted another workday off.
- Employees who are working a full Maxiflex schedule will be excused for eight hours.

When employees have reported to work and are granted administrative leave for early dismissal:

- All employees will receive either the number of hours granted, such as two hours granted by the Secretary of the Interior as a reward, or the number of hours left until the end of the employee's scheduled work shift, WHICHEVER IS LESS. An employee who is unable to take advantage of an early dismissal granted by management is NOT entitled to take corresponding administrative leave on another day.

## **12. Travel, Training, Meetings, and Conferences**

Advanced planning is required to ensure that employees are able to attend required training, conferences, or temporary duty assignments without overtime authorization resulting from schedule conflicts.

In cases where the training, travel, conference, or temporary assignments do not conflict with the normal work schedule, no change is necessary. Employees must work with their supervisors to amend their schedule as needed to attend conferences, training, and report for temporary duty assignments away from the regular duty station. The amendment need not require the employee to revert to a normal 8-hour a day schedule, but may require switching the AWS day, or in the case of an employee working a 4/10 schedule, the employee may be required to work the 4/10 one week of the pay period and revert to five 8-hour days for the week of training, travel, or the conference.

## **13. Time Accounting**

With AWS, greater responsibility is placed on both the supervisor and the employee for scheduling, recording, and monitoring arrival and departure times. It is highly recommended that sign-in/sign-out logs are used to record arrival and departure times of all employees in offices that implement the flexible work schedules. In addition, employees are required to keep track of and record the beginning and ending time of each day's work in the Department's automated timekeeping system, Quicktime. This can occur on a daily basis or the beginning and ending time of each day's work can be recorded on the employee's calendar and entered at one or more times during the pay period. Quicktime should also be used to record absences from the office during the day. For example, the employee should record his/her use of approved leave during the normal workday.

Supervisors and managers will also use Quicktime to approve timecards. Employees and supervisors should use Quicktime for processing leave requests. Certification of the timecard in the Quicktime system signifies that the supervisor acknowledges the employee's time as input is accurate and correct. All employees, managers, and supervisors are reminded to keep passwords confidential and not share them with anyone. Paper timecard systems are not acceptable.

**14. Flexiplace**

Employees under a Flexiplace agreement may work both their AWS schedule and credit hours at the alternate worksite, as allowed under their Flexiplace agreement. However, in some circumstances it may be necessary for the employee to choose either AWS or Flexiplace to allow for office coverage and maximum participation in one or both programs by all employees in the work unit.

**15. Night Differential**

Night differential does not accrue for work performed after 6:00 p.m. or prior to 6:00 a.m. under an AWS schedule because at least eight hours of work was available during the regular workday and the employee chose to perform the work at these times.

**16. Time and Attendance**

All rules, regulations, and procedures regarding the reporting of time and attendance remain in effect. Employees on Maxiflex 5/4-9 or 4/10 will work credit hours in the manner described in this policy, but may have to report their credit hour accrual at the end of the pay period after the time at which the 80-hour biweekly requirement has been met.

For example, if the employee's schedule is:

MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI
0	9	9	9	9	8	9	9	9	9

And the employee actually works:

MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI
8	10	10	12	9	10	9	9	9	9

The timesheet would reflect:

MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI
8Reg	10Reg	10Reg	12Reg	9Reg	10Reg	9Reg	9Reg	3Reg/6CH	9CH

## **17. Completion of the AWS Agreement**

An AWS agreement is required for participation. Sample agreements are provided as Appendices C, D, and E. Employees may complete an agreement and submit it to their supervisor immediately. Supervisors should discuss the proposed schedule with the employee. Supervisors should approve, deny, or amend proposed schedules with the employee within 10 days of receipt. Supervisors should establish a fair and equitable method for resolving schedule conflicts among their employees.

At a minimum, the following distribution of copies is required.

- Original to the supervisor.
- One copy to the employee.
- One copy to the employee's timekeeper.

## **18. Summary of Responsibilities**

**OFFICE HEAD**—Office heads are authorized to establish AWS work schedules available to employees. AWS work schedules may be monitored to ensure there is no adverse agency impact. If adverse agency impact is found, the AWS should be discontinued or modified.

**SUPERVISORS**—First-line supervisors are responsible for approving or modifying employee work schedules based on their assessment of the needs of the office and each employee's conduct and performance and in order to accommodate, whenever reasonable and practicable, the employee's preferred arrival and departure times. Supervisors will monitor staff attendance and work practices to determine whether abuses are occurring in the use of AWS and will also assess the impact of the staff schedules on the functioning of the office. As a result of such monitoring or assessments, supervisors may restrict, modify, or cancel an employee's participation in AWS.

**EMPLOYEE**—All employees must coordinate their work schedules with their supervisors for approval, in advance. Additionally, employees must adhere to the office attendance requirements (including the proper and accurate reporting of the actual hours they work) and adjust their work schedules, as required by their superiors, to ensure that they meet the needs of the office.

**TIMEKEEPERS**—Timekeepers will monitor the automated T&A system, work schedule forms, and other required time accounting forms. Apparent discrepancies, such as unapproved overtime or unreported leave, will be brought to the attention of the supervisor before the final T&A is submitted. T&A reports, time and attendance logs, and supporting documentation will be retained in accordance with regulatory guidance.

## **19. Glossary**

**Basic Work Requirement.** The number of hours, excluding overtime hours, an employee must work or otherwise account for by leave, credit hours, holiday hours, excused absence, compensatory time off, or time off as an award.

**Compensatory Time.** The paid absence from duty taken by an employee in lieu of monetary payment for an equivalent amount of irregular or unscheduled overtime worked. Compensatory time may be earned and used in as little as 15-minute increments.

**Core Hours.** Core hours are that part of the schedule of hours during the workday, workweek, or pay period that is within the tour of duty and during which employees **must** be present at work, on leave, or other excused absence.

**Credit Hours.** Credit hours are hours in excess of the normal hours worked in a pay period that are worked voluntarily (and with supervisor's approval). A maximum of 24 credit hours can be accrued and carried over for use in another pay period. Members of the Senior Executive Service are prohibited from accruing credit hours.

**Exempt Employees.** Generally, GS-09 and above and supervisory employees are exempt from the overtime provisions of the Fair Labor Standards Act. Exempt employees can be allowed to work beyond their scheduled 80 hours in a pay period without compensation. However, if they are ordered to work overtime hours they must be compensated with either overtime pay or compensatory time earned.

**Intermittent Employees.** Employees who serve without a regularly scheduled tour of duty. Thus, there should be no master schedule filled out for them. Only a record of their total hours present should be recorded.

**Irregularly Scheduled Overtime.** Overtime that is not specific as to the employee, day, hour, and time to be worked, or is scheduled later than midnight Saturday of the pay period before it is to be performed.

**Maxiflex.** Flexible work schedule with a basic work requirement of 80 hours for the biweekly pay period for full-time employees.

**Non-Core Work Hours.** That part of the schedule of working hours during which employees may choose their time of arrival and departure from the worksite, within limits, consistent with duties and requirements of the position as set by management/supervisor.

**Nonexempt Employees.** Generally those lower graded, administrative, technical, and non-supervisory employees who are covered by the overtime provisions of the Fair Labor Standards Act. Nonexempt employees cannot be permitted to work hours beyond the

80 hours in a pay period without proper compensation (overtime or, if elected by the employee, compensatory time earned.)

**AWS Day Off.** Under a maxiflex schedule, these are the days out of the pay period that may be scheduled by the employees and management to be nonworkdays.

**Overtime.** These are all hours in excess of 8 in a day **or** 40 in an administrative workweek for an employee on a regular work schedule, or 80 in a pay period for an employee on an alternative work schedule, **which are officially ordered in advance by management.** Overtime may be earned and used in as little as 15-minute increments. Employees ordered to work overtime must do so, and management must compensate them with either overtime pay or compensatory time. Provisions of the Fair Labor Standards Act (FLSA) apply.

**Part-Time.** Basic work requirements of less than 80 hours in a pay period which must be itemized by day and times on form SF-52, Request for Personnel Action. However, with supervisory approval and as permitted under a maxiflex schedule, a part-time employee can deviate from the hours documented on the SF-52 if the total number of hours worked remains the same. If the number of hours to be worked changes, a new SF-52 must be submitted.

**Regularly Scheduled Overtime.** Overtime that is scheduled in advance of the basic work requirement. To be regularly scheduled, overtime work must be specific as to the employee, day, hour, and the time to be worked, and must be scheduled no later than midnight Saturday of the period before it is to be performed. Such overtime is rare in the OS. Overtime which does not meet all above conditions is defined as irregular or occasional.

**Time Accounting.** This is a system which requires the supervisor to have a personal knowledge that employees are entitled to their pay. The manager/supervisor may require that employees keep track of the beginning and ending time of each day's work.

**Tour of Duty.** Tour of duty under a flexible work schedule means the limits set by an agency within which an employee must complete his or her basic work requirement of 80 hours per pay period for a full-time employee. Under a compressed work schedule or other fixed schedule, tour of duty is synonymous with the basic work requirement (set hours per day and set hours per pay period).

**Workday.** Workday is that part of the day during which customers would expect the Department of the Interior to be open. For OS employees the workday is 8:00 a.m. to 5:00 p.m. Supervisors must ensure that their offices are staffed during the workday.

**Office of the Secretary  
Alternative Work Schedules  
Comparison of Options**

TYPE of AWS	CREDIT HOURS <sup>1</sup>	CORE TIME	FLEXIBLE TIME BANDS	AWS DAYS OFF	FLEXI-LUNCH W/SUPV. APPROVAL <sup>2</sup>	“SWAP” AWS DAY OFF	HOLIDAYS <sup>3</sup>	LEAVE <sup>3</sup>	ADMIN LEAVE <sup>3</sup>
FLEXITIME (Gliding Schedule)	YES	YES	YES	NONE	YES	N/A	8 HRS	8 HRS	UP TO 8 HRS
COMPRESSED 5/4-9	NO	NO	NO	1/PP	NO	NO	UP TO 9 HRS	UP TO 9 HRS	UP TO 9 HRS
COMPRESSED 4/10	NO	NO	NO	1/WK	NO	NO	UP TO 10 HRS	UP TO 10 HRS	UP TO 10 HRS
FULL MAXIFLEX	YES	YES	YES	2/PP	YES	YES	8 HRS	UP TO 12 HRS	UP TO 8 HRS
MAXIFLEX 5/4-9	YES	YES	YES	1/PP	YES	YES	8 HRS	UP TO 9 HRS	UP TO 9 HRS
MAXIFLEX 4/10	YES	YES	YES	1/WK	YES	YES	8 HRS	UP TO 10 HRS	UPTO 10 HRS

<sup>1</sup>Members of the Senior Executive Service (SES) may not accumulate credit hours. 5 CFR § 610.408

<sup>2</sup>Lunch may NOT be scheduled at beginning or end of the work day.

<sup>3</sup>These figures are for full-time employees only. Part-time employees are paid only the number of hours for which they are scheduled on that day. If a part-time employee is on full Maxiflex, refer to the guidance in this policy.



**Office of the Secretary  
Alternative Work Schedules  
Sample Schedules – Compressed and Maxiflex**

**Compressed 5-4/9 or Maxiflex 5-4/9**

MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI
0	9	9	9	9	8	9	9	9	9

1<sup>st</sup> Monday off

MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI
8	9	9	9	9	0	9	9	9	9

2<sup>nd</sup> Monday off

MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI
9	9	9	9	0	9	9	9	9	8

1<sup>st</sup> Friday off

MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI
9	9	9	9	8	9	9	9	9	0

2<sup>nd</sup> Friday off

**Compressed 4/10 or Maxiflex 4/10**

MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI
0	10	10	10	10	0	10	10	10	10

Mondays off

MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI
10	10	10	10	0	10	10	10	10	0

Fridays off

Office of the Secretary  
Flexitime (Gliding Schedule)

**Employee Name:** \_\_\_\_\_

**Position Title/Series/Grade:** \_\_\_\_\_

\_\_\_\_\_ I would like to work Flexitime. My flexible arrival time band would be from \_\_\_\_\_ a.m. to \_\_\_\_\_ a.m, and my flexible departure time band would be from \_\_\_\_\_ p.m. to \_\_\_\_\_ p.m. I understand that I may not arrive earlier than the beginning of the arrival band nor depart later than the end of the departure band. I may take a flexible lunch with my supervisor's approval between the hours of \_\_\_\_\_ a.m. and \_\_\_\_\_ p.m. Core hours are 9:30 a.m. to 3:30 p.m. on Monday through Friday.

I understand that I am required to be present at work on each of the ten workdays of the pay period and during core time as indicated above, or I must account for my absence with compensatory time off, credit hours or the appropriate leave or other excused absence.

I have read, understand and agree to all the provisions of the Office of the Secretary AWS policy that are applicable to the work schedule I have requested.

I understand that Flexitime is a privilege and as such I have no inherent right to a Flexitime schedule and that the approval of my Flexitime request is at the sole discretion of my supervisor.

I understand that I may be requested to arrive at an alternative or a specific time on occasion, when necessary to provide office coverage, attend meetings, training, or conferences and that when requested I must comply.

I understand that I will not be paid for work in excess of eight hours on any workday unless I am authorized and approved to perform credit hours, or ordered to work overtime.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Approved

\_\_\_\_\_ Not approved

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Second Level Supervisor Concurrence: \_\_\_\_\_ Date: \_\_\_\_\_

(Only for "Not approved" and the reason must be articulated to the employee in writing.  
You may attach the explanation to this agreement.)

**Office of the Secretary  
Maxiflex Work Schedule**

**Employee Name:** \_\_\_\_\_

**Position Title/Series/Grade:** \_\_\_\_\_

\_\_\_\_\_ I would like to work full Maxiflex. My flexible arrival time band would be from \_\_\_\_\_ a.m. to \_\_\_\_\_ a.m., and my flexible departure time band would be from \_\_\_\_\_ p.m. to \_\_\_\_\_ p.m. I understand that I may not arrive earlier than the beginning of the arrival band nor depart later than the end of the departure band. I may take a flexible lunch with my supervisor’s approval between the hours of \_\_\_\_\_ a.m. and \_\_\_\_\_ p.m. Core hours are 9:30 a.m. to 3:30 p.m. on \_\_\_\_\_ (days of the week).

I understand that I must inform my immediate supervisor of my planned work schedule by the beginning of each pay period.

**OR**

\_\_\_\_\_ I would like to work Maxiflex 5/4-9 OR 4/10. My flexible arrival time band would be from \_\_\_\_\_ a.m. to \_\_\_\_\_ a.m., and my flexible departure time band would be from \_\_\_\_\_ p.m. to \_\_\_\_\_ p.m. I understand that I may not arrive earlier than the beginning of the arrival band nor depart later than the end of the departure band. I may take a flexible lunch with my supervisor’s approval between the hours of \_\_\_\_\_ a.m. and \_\_\_\_\_ p.m. Core hours are 9:30 a.m. to 3:30 p.m. on \_\_\_\_\_ (days of the week).

My schedule will be:

MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI

I have read, understand and agree to all the provisions of the Office of the Secretary AWS policy that are applicable to the work schedule I have requested.

I understand that Maxiflex is a privilege and as such I have no inherent right to a Maxiflex schedule and that the approval of my Flexitime request is at the sole discretion of my supervisor.

I understand that I may not work more that 12 hours in a day unless required to do so as overtime. I further understand that I may be requested to arrive at an alternative or a specific time on occasion when necessary to provide office coverage, attend meetings, training, or conferences and that, when requested, I must comply.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Approved \_\_\_\_\_ Not approved

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Second Level Supervisor Concurrence: \_\_\_\_\_ Date: \_\_\_\_\_

(Only for “Not approved” and the reason must be articulated to the employee in writing.  
You may attach the explanation to this agreement.)

Office of the Secretary  
Compressed Work Schedule

**Employee Name:** \_\_\_\_\_

**Position Title/Series/Grade:** \_\_\_\_\_

I would like to work the following compressed work schedule:

\_\_\_\_\_ Compressed 5-4/9 \_\_\_\_\_ Compressed 4/10

MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI

Employee Certification:

My supervisor and I have agreed that my arrival time will be: \_\_\_\_\_ a.m .

I have read, understand and agree to all the provisions of the Office of the Secretary AWS policy that are applicable to the work schedule I have requested.

I understand that I must arrive this time every workday morning or account for late arrival or absence with compensatory time off or appropriate leave or other excused absence.

I understand that a Compressed Work Schedule is a privilege and as such I have no inherent right to a Compressed Work Schedule and that this agreement may be revoked at any time if my needs change or if my supervisor determines it appropriate to do so.

I understand that I am not permitted to work any time in excess of this schedule unless ordered and authorized to do so as overtime work for which I will be compensated by either premium pay or compensatory time as appropriate. I cannot earn credit hours and will not expect my supervisor to allow me to maintain “off the record” time off balances

I certify that I have already exhausted my existing credit hour balance..

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Approved \_\_\_\_\_ Not approved

Supervisor Certification:

I certify that approval of this work schedule will not be disruptive to office coverage or productivity.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Second Level Supervisor Concurrence: \_\_\_\_\_ Date: \_\_\_\_\_

(Only for “Not approved” and the reason must be articulated to the employee in writing.  
You may attach the explanation to this agreement.)