



DEPARTMENT OF VETERANS AFFAIRS
DEPUTY ASSISTANT SECRETARY FOR HUMAN RESOURCES MANAGEMENT
WASHINGTON DC 20420

APR 28 1998

Chiefs, Human Resources Management Service
(Facilities with AFGE units)

Enclosed for your information is a copy of a Memorandum of Understanding (MOU) between DVA and the AFGE National VA Council regarding VA Directive and Handbook 5610.3, Alternative Work Schedules. You should provide a copy of this memorandum to the local union upon receipt for their information.

Sincerely yours,

A handwritten signature in cursive script that reads "Dennis M. Curley".

Dennis M. Curley
Group Leader, Customer Advisory
and Consulting Group

Enclosure

The following constitutes agreement between the Department of Veterans Affairs (VA) and the AFGE National VA Council (NVAC) regarding VA Directive and Handbook 5610.3.

1. Credit hours shall be tracked in the compensatory time field and shall be automatically renewed for a second 7 pay period unit until such time as credit hours may be tracked in the HR Links System. At the end of 3 years, or sooner if HR Links is available, credit hours shall have no time limits other than specifically dictated by law or the national master agreement. If the 3 year time limit cannot be met, the union will be notified and be allowed to reopen this agreement.

2. In the VA Directive:

a. Paragraph 2a(4) last sentence change to read: "For bargaining unit employees, conflicts in this Directive and the collective bargaining agreement, the Agreement shall govern."

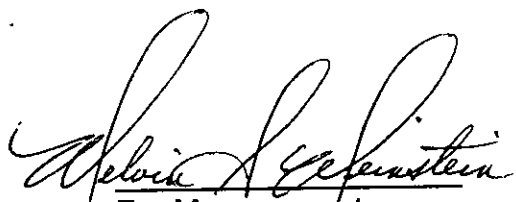
b. Make Paragraph 2a(4) into 2a(2).

c. Paragraph 2b (2): delete "for use by this Directive".

d. Paragraph 2c(3): delete "discussions" and add "consultation or negotiation".

3. In the VA Handbook:

a. Paragraph 2b(2) delete "officially" in first sentence.


For Management

4-20-98
Date


For the NVAC

ALTERNATIVE WORK SCHEDULES

1. PURPOSE. This Handbook contains guidance and procedures for implementing Department of Veterans Affairs (VA) policy on alternative work schedules.

2. FLEXIBLE WORK SCHEDULES

a. Tours of Duty

(1) An employee's tour of duty defines the limits within which an employee must complete the basic work requirement.

(2) Core hour time bands and flexible time bands shall be determined by authorizing officials; however, they should be the same for employees in the same work unit performing similar tasks and for employees in different work units performing interrelated tasks.

(3) Flexible schedules will not be established if they will result in payment of night differential to employees who would not normally perform night work. They will also not overlap standby or on-call schedules.

b. Credit Hours (not applicable to SES employees)

(1) Credit hours may be earned at the option of employees with supervisory approval.

(2) Employees do not receive overtime pay for credit hours and, unlike overtime, credit hours are not officially ordered in advance by management. Employees on flexible work schedules may work them to shorten the length of another workday or workweek. However, they may be used only after approval by the appropriate approving official.

(3) Full-time employees may carry over no more than 24 credit hours into the next pay period (part-time employees may carry over no more than 25 percent of the hours in their biweekly basic work requirement). Within these limits, credit hours not used within 7 pay periods after they are earned ~~may~~^{will} be carried over for use for an additional 7 pay periods. If not used by the end of the second 7 pay period timeframe, they will be forfeited by the employee, unless the employee was prevented from using them because of an exigency of the service. In this instance, the employee may request an extension of the time limit to use the credit hours.

(4) When an employee ceases to work in a work unit where credit hours may be earned, the employee will be given the following options: (1) sufficient advance notice to use earned credit hours prior to leaving the work unit; (2) compensation for the earned credit hours at the employees current rate of basic pay; or (3) transfer of the earned credit hours to the new work unit, if credit hours have been authorized for that work unit. If compensated for credit hours, a full-time employee will be paid for not more than 24 credit hours. A part-time employee will be paid for not more than 25 percent of the hours in the employee's basic work requirement. Credit hours will not be transferred between facilities.