



# POLICY STATEMENT

Policy Statement 610.4

Policy Area: Human Resources

Effective Date: ~~NOV 23 2011~~

Approved:

Adrienne Poteat, Deputy Director

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## ALTERNATIVE WORK SCHEDULE PROGRAM

### I. COVERAGE

The Alternative Work Schedule (AWS) Program described in this Policy Statement is applicable to all Court Services and Offender Supervision Agency (“CSOSA” or “Agency”) management officials, supervisors, and staff. This Policy Statement does not apply to the Pretrial Services Agency. Position eligibility for participation in the AWS Program is at the discretion of the appropriate member of the Executive Staff. All CSOSA staff may participate in the AWS Program at the discretion of their second level supervisor.

### II. BACKGROUND

The Federal Employees Flexibility and Compressed Work Schedules Act of 1982 and subsequent legislation provide agencies with the authority to permit employees to work Alternative Work Schedules (AWS) instead of the standard weekly tour of duty consisting of a fixed 5-day, 8-hour tour of duty each day. The underlying purposes of this legislation are to provide better service to the public and other constituents, ease commuting problems and provide staff with more flexibility to better balance their work responsibilities with their private lives and off-duty time. Although AWS is not an employee entitlement or right, CSOSA shares the interests of the legislation and believes that a properly administered AWS Program can accomplish these objectives. The intent of CSOSA’s AWS Program is to improve employee morale by striking a better balance between work and home-life, while enhancing the agency’s ability to meet its mission-related strategic goals.

### III. POLICY

CSOSA will provide eligible and approved employees with the option of a Flexitime with Credit Hours Schedule, *or* a Compressed Work Schedule (CWS), which would be a 5/4-9 schedule (defined in Appendix B under “Compressed Work Schedule”). Any combination of options may be used in the same work component, but managers are responsible for ensuring that productivity and coverage are not adversely affected.

#### **IV. AUTHORITIES, SUPERSEDURES, REFERENCES, AND ATTACHMENTS**

##### A. Authorities.

5 U. S. C., Chapter 61

5 C. F. R., Part 61

Office of Personnel Management (OPM), [Handbook on Alternative Work Schedules](#)

##### B. Supersedures.

HRD 610.4 (Feb 4, 2005)

##### C. Procedural References.

Collective Bargaining Agreement between CSOSA and AFGE, Local 727 (for CSS Bargaining Unit employees)

HRD 610.1 – Hours of Work

HRD 771.1 – Conflict Resolution Procedure

##### D. Attachments.

Appendix A. Definitions

Appendix B. Responsibilities

Appendix C. General Procedures

Appendix D. Forms

Form OHR-003, Request For An Alternative Work Schedule

Form OHR-012, Termination of Alternative Work Schedule

Form OHR-013, Disapproval of Alternative Work Schedule

**APPENDIX A  
DEFINITIONS**

- A. Agency Work Band - total period of time each day when employees may be assigned to a scheduled tour of duty. The Agency Work Band is 6:00 a.m. to 6:00 p.m. for all CSOSA employees *other than* Community Supervision Officers (CSOs) and other employees whose duties also require late evening participation in official CSOSA-community partnership activities. The expanded Agency Work Band for CSOs and other employees, e.g., Community Relations Specialists (CRSs) whose duties officially require them to participate in CSOSA-community partnership activities is from 6:00 a.m. to 10:00 p.m. The expanded work band will allow those employees to be available to conduct work-related duties and/or activities in the early morning and late evening hours. The expanded band also allows participation in community and civic activities related to the Agency's mission. Additionally, the expanded band supports "accountability tours" to meet with offenders where they live and work. This does not preclude occasional or irregular overtime, or the establishment of additional shifts in the future. Employees in the expanded band who work beyond 6:00 p.m. are required to obtain advance supervisory approval.
- B. Alternative Work Schedule (AWS) - a variation to the standard weekly tour of duty which consists of a fixed 5-day a week, 8 ½ -hour<sup>1</sup> a day tour of duty.
- C. Compressed Work Schedule (CWS) – a fixed tour of duty whereby the employee's biweekly tour of duty consists of eight 9 ½ hour days, one 8 ½ hour day and one regularly scheduled day off from work (RDO) (also called a 5/4-9 schedule). A compressed schedule must fall within the Agency Work Band and may not vary by day, week, or biweekly pay period. Supervisors may reschedule an employee's RDO to another day within the pay period when necessary. Employees may be directed to work on all or part of the RDO; in such cases, they will be compensated by overtime pay or compensatory hours ("comp time") as required by law.
- D. Core Hours - designated "Open Hours" of the agency when all staff should either be present, on the expanded band, or in an approved leave status. For CSOSA, the core hours are 9:30 a.m. to 2:30 p.m.
- E. Credit Hours - hours worked on a flexitime schedule in excess of the regular 8 ½ hour work day within the Agency Work Band. Credit hours may be used in place of leave when approved by the supervisor. Credit hours are earned and used in increments of 15 minutes and must be recorded on the time and attendance (T&A) record. The number of credit hours an employee may carry over from one biweekly pay period to a succeeding biweekly pay period is limited to 24 hours. A leave slip (SF-71) is used to request the use of accumulated credit hours. Credit hours do *not*

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<sup>1</sup> Each daily tour of duty (e.g., 8 ½ hour or 9 ½ hour day) includes a required unpaid 30-minute lunch period approximately midway through the shift.

constitute *overtime* hours and therefore do not create an entitlement to overtime pay or comp time.

- F. Executive Staff – Senior Executive Service members, who include the Director, Deputy Director, Associate Directors, General Counsel, Chief Information Officer.
- G. Flexitime with Credit Hours – work schedule consisting of two segments: a fixed segment consisting of the core hours (9:30 a.m. – 2:30 p.m.) when all employees should be at work, on the expanded band or on leave, and a *flexible* segment. The flexible segment allows employees to begin work between 6:00 a.m. and 9:30 a.m. and end between 2:30 p.m. and 6:00 p.m. (10:00 p.m. for CSOs and other employees (e.g., CRSs) whose duties require their official participation in late evening CSOSA-community partnership activities). Certain employees are required to be available for early morning and late evening client appointments, group treatment sessions, CSOSA-community partnership activities, and participation in accountability tours. These employees and others whose duties require their participation in CSOSA-community partnership activities may utilize the expanded flexible schedule. The scheduled arrival time may vary each day, so long as a minimum of a full 8½-hour tour of duty within the band is accounted for by hours worked, the lunch period, approved leave or approved credit hours. Employees earn credit hours in 15-minute increments for time worked in excess of 8 ½ hours.
- H. Immediate Supervisor - the lowest level of management with the authority to assign work and direct employees (e.g., a Supervisory CSO).
- I. “In lieu of” Holiday - if a designated holiday falls on an employee’s scheduled regular day off (RDO), the supervisor will designate either the preceding or following workday of that same pay period as the “in lieu of” holiday.
- J. Regular Day Off (RDO) – the regularly scheduled day off from work (one or two days depending on the CWS option) an employee on the Compressed Work Schedule accrues each pay period.
- K. Second-level Supervisor – the level of management to whom first-line supervisors report (e.g., Branch Chiefs in the Office of Community Supervision).
- L. Suspend – a temporary stop to an employee’s AWS.
- M. Terminate – a cessation of an employee’s AWS.
- N. Tour of Duty - established basic hours of work (which may incorporate an alternate work schedule) including a 30-minute unpaid lunch period. The daily tour of duty is either 8½ hours for a regular or flexitime schedule or 9½ hours with one 8 ½ hour day for a 5/4-9 compressed work schedule.

**APPENDIX B  
RESPONSIBILITIES**

- A. The Director or designee is responsible for final approval of the AWS Program.
- B. The Associate Director for Human Resources is responsible for providing policy guidance on the AWS Program, administering the Program, and assisting with the evaluation of the Program.
- C. Members of the Executive Staff are responsible for decisions as to the scope of AWS in their components and designations of eligible positions and/or exclusions. Executive Staff must complete Form OHR-012 to terminate an employees AWS and must use Form OHR-013 to disapprove an employee's AWS request.
- D. Supervisors are responsible for reviewing and making recommendations on employee AWS requests and for monitoring the AWS Program within their assigned team/group/branch to ensure that participants are complying with administrative requirements and that productivity, office coverage and public service responsibilities are being met.
- E. Employees who participate in AWS are responsible for familiarizing themselves with the provisions of this Directive and for ensuring that their productivity, office coverage and public service responsibilities are fully met at all times. Employees are also required to make arrangements to attend staff meetings, court proceedings, and other special events when so directed by the supervisor even if the event occurs on a scheduled day off, unless prior arrangements have been made with supervisory concurrence.

**APPENDIX C  
GENERAL PROCEDURES**

**A. Eligibility**

1. CSOSA employees are eligible to participate, except occupants of specific positions that are excluded because participation would adversely impact: 1) customer/public service; 2) office or supervisory coverage; or 3) responsibilities to other agencies.
2. Positions are eligible for an alternate work schedule, at the discretion of the Executive Staff member managing the component.
3. Employees encumbering positions determined to be eligible for AWS by the Executive Staff may request to participate in the AWS Program.
4. Employee's most recent performance appraisal must be at least "Fully Meets Expectations" to be eligible for participation/continued participation in the AWS Program.

**B. Application for Participation**

1. In order to participate in the AWS Program, an employee must submit to his/her supervisor a written request on Form OHR-003, Request for an Alternative Work Schedule. All employees requesting participation must identify the preferred AWS option and, if applicable, the specific tour of duty being requested.
2. In the event that an employee already participates in the AWS Program, but wishes to permanently change RDO days or the type of AWS program, the employee is required to submit a new Request for AWS (OHR Form-003). Employees cannot submit more than one OHR Form-003 in the same pay period.

**C. Approval Process**

Supervisors will notify employees of their decisions regarding AWS participation within seven (7) working days following the receipt of a completed AWS request form (Form OHR-003). Wherever feasible, pre-existing schedules of those already on a flexible schedule will be maintained. If the office/component cannot accommodate all schedule requests, and there is no significant difference in the duties and responsibilities of the employees, seniority (service computation date, i.e., total DC/Federal government service) may be taken into consideration. However, supervisors will make the final scheduling decisions. Supervisors may revise the schedules originally approved when necessary (e.g., to alleviate productivity problems, office coverage shortages, public service problems, etc.).

D. Temporary Suspension of AWS

Employees in a training and/or travel status may be temporarily suspended from AWS schedules for the duration of the training or travel assignment, subject to supervisory discretion.

E. Termination of an Employee's AWS

Terminating an employee's AWS Agreements may be initiated by the supervisor. The final decision to terminate an AWS Agreement lies with the appropriate Executive Staff member. The Executive Staff may delegate this responsibility in writing. Such termination must be documented on Form OHR-012.

F. Impact of Emergency Shutdown on an Employee's RDO

"In lieu of" days are not provided in the case of emergency agency shutdowns, "snow days," etc., which may occur on an employee's RDO.

## APPENDIX D

### Forms

Court Services and Offender Supervision Agency <b>REQUEST FOR AN ALTERNATIVE WORK SCHEDULE</b>		
1. NAME (Last, First, Middle)	2. SOCIAL SECURITY NUMBER	3. ORGANIZATION
4. OFFICIAL TITLE OF POSITION		5. Current work schedule
		Start Time
		End Time

All employees are eligible for the Alternative Work Schedule (AWS) except where the nature of the employee's assignment or the mission of the work unit is incompatible with the program options. Determinations regarding whether a position is eligible and/or appropriate for participation in the AWS Program will be made by the appropriate member of the Executive Staff or delegated to another level of management. Participation in an AWS Program option is voluntary and shall be permitted at the discretion of management. Employees shall maintain a fully met or equivalent performance rating or higher as a condition of obtaining and continuing a flexible work schedule arrangement. Management retains the right to modify and/or discontinue an approved AWS schedule to meet the needs and changing priorities of the work unit and the Agency. Prior to changing an existing AWS schedule, employees must get advance approval from the immediate supervisor/manager. **A completed copy of all approved and disapproved AWS requests must be forwarded to the Office of Human Resources for tracking. Complete and sign the appropriate option section below to request the desired AWS schedule.**

**Option 1: Flexitime with Credit Hours Work Schedule** - The employee works a minimum of 8 hours five days per week, Monday through Friday, for a minimum of 40 hours each week and 80 hours per biweekly pay period. The employee must be present for core Agency hours on each day of the pay period and earns credit hours each day for working in excess of 8 hours.

<b>Employee Signature</b>	<b>Date</b>
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**Option 2: 5/4-9 Compressed Work Schedule** - The employee has a fixed schedule and completes the 80-hour basic work requirement in less than 10 work days by working eight 9-hour days and one 8-hour day during the pay period. The employee receives one day off during the biweekly pay period.

**Enter the Start Time and End Time for Each Day and Indicate the requested AWS day.**

Pay Period Week	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1					
Week 2					

<b>Employee Signature</b>	<b>Date</b>
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- Schedule approved as requested
- Schedule changed, see attached remarks
- Request for AWS disapproved, see attached remarks.

\_\_\_\_\_  
Signature of Immediate Supervisor Date

\_\_\_\_\_  
Signature of Second Level Date

\_\_\_\_\_  
Signature of Executive Staff Member Date

**Distribution of Form**

OHR/Assistant Director for Policy, Performance & Telework receives a copy of all forms with attachments

Timekeeper receives the original of all approved forms

Employee receives a copy of all forms with attachments



**APPENDIX D**

Forms

**Termination of Alternative Work Schedule Agreement**

EMPLOYEE NAME:	
Employee Title:	
Component:	
Team:	
Executive Staff Signature (or designee):	

1. Your participation in the Alternative Work Schedule Program is hereby terminated for the reason below.

[State the reason for termination of the AWS schedule here]

Copy to:  
Employee's immediate supervisor  
Employee's second level supervisor  
OHR/Assistant Director for Policy, Performance & Telework

**APPENDIX D**

Forms

**Disapproval of Alternative Work Schedule**

EMPLOYEE NAME:	
Employee Title:	
Component:	
Team:	
Executive Staff Signature (or designee):	

1. After having considered your request for an Alternative Work Schedule, I cannot grant your request at this time for the following reason:

[State the reason for disapproval of the AWS schedule here]

Copy to:  
Employee's immediate supervisor  
Employee's second level supervisor  
OHR/Assistant Director for Policy, Performance & Telework