



Compressed Work Schedules – Employee/Supervisor Briefing

19 & 20 April 2001



AFGE LOCAL 2429

- CWS Represents a Joint Effort of SMC & AFGE Local 2429
- CWS is a Management/Employee Responsibility
- Prevention of Potential Problems
- Misrepresentation of Policy
- Revising Projected Yearly Annual Leave
- Communication/Key to Working Together Successfully
- Develop Planning Charts for your Organization
- A Successful CWS Program/Requires Cooperation, Open Communication & Commitment from Everyone



Reasons for a CWS

- **Increased Quality of Life**
 - Increased individual flexibility and control
 - Less stress, higher morale
 - Higher productivity
 - Extended Agency hours for customers
 - Competitive recruitment tool
 - Retention of valued employees
 - Reduce use of leave for scheduled appointments
 - More useful family time
 - Carpool/vanpool utilization increase
 - Hedge against drop in AQMD ridership statistics



CWS Guidance

- **SMC Instruction 36-107, Alternate Work Schedules (AWS), dated 30 Mar 01**
 - **Chapter 2, Compressed Work Schedule**
- **OPM Handbook on Alternative Work Schedules**
- **5 USC § 6121-6128**
- **Title 5, CFR, Part 610, subpart D**
- **AFI 36-807, Weekly and Daily Scheduling of Work and Holiday Observances, 21 Jun 99**



Meet Mission Requirements

- **SMC supervisors must:**
 - **Ensure reasonable manning to respond to mission requirements**
 - **Ensure supervisory controls are in place to ensure compliance with workplace rules**
- **SMC supervisors may require an employee to work on their scheduled RDO**
 - **Subject to overtime/comp time requirements**
- **Some positions may be exempted from CWS**
 - **Decision authority reserved to Two-Letter/Deputy**
 - **Prior consultation with AFGE Local 2429 required for bargaining unit employees**



CWS Details

- **Organizations may not opt out**
 - Per mission requirements, 2-letter organization may opt for only Mondays or only Fridays as the RDO
- **Individual Participation is voluntary**
 - Employees may opt out for any reason
- **All employees, military and civilian, will be permitted to participate in CWS**
 - Some exceptions are “CWS exempt positions” & “24 hour” organizations
- **Employee must complete AWS enrollment form**
- **Supervisor approves CWS for each employee**



CWS Details (con't)

- **For full-time employees, hours worked in excess of established CWS are overtime hours**
- **No change to employee pay or benefits**
- **Credit hours cannot be combined with CWS, per OPM Handbook on AWS, & 5 USC § 6121(4)**



CWS Defined

- **Fixed schedule during a pay period consisting of:**
 - **Eight 9-hour workdays**
 - **One 8-hour workday**
 - Is the same recurring 8-hour day every pay period
 - **One Regular Day Off (RDO)**
 - Your RDO is either a Monday or Friday
 - Is the same recurring Monday/Friday every pay period
- **Must work 80 hours (includes leave and holidays) in each two-week pay period**

S	M	T	W	T	F	S
	9	9	9	9	8	
	9	9	9	9	RDO	

S	M	T	W	T	F	S
	RDO	9	9	9	9	
	8	9	9	9	9	



SMC's Official Core Hours

- **Core Hours are 0900-1500, Monday-Friday**
- **Work schedule must not:**
 - **Begin before 0600**
 - **End after 1800**
- **Non-CWS standard hours are 0715-1600 with a 45 minute lunch**
- **CWS standard hours are 0700-1645 with a 45 minute lunch**
- **Supervisors may, within core hours, approve variations from CWS and non-CWS standard hours IAW Flextime procedures**

Monday-Friday
0600
0900
1500
1800



RDO Designation

- **Employee may request Monday or Friday of either week in a two-week pay period as his/her RDO**
- **Supervisors:**
 - **Will make every effort to accommodate employee's RDO choice**
 - **Must ensure mission needs are met and positions covered every workday**
 - **Responsible for proportionate distribution of available RDOs**
 - **I.E. - If twenty employees, then approximately five employees will be off on any one of the four possible RDOs**
 - **Will consider employee seniority in resolving RDO conflicts**
- **3-letter and 4-letter supervisors oversee CWS schedules**
- **2-Letter settles all disputes**



RDOs for Military Personnel

- RDO procedures for military personnel on CWS covered in AFI 36-3003, ¶ 8.2.3, 14 April 2000
 - RDO is a non-duty day, not a day of leave
 - Regular pass period (non-duty days) for units on CWS may not exceed 4-day special pass limitation
 - Combination of three non-duty days and a public holiday for personnel on CWS is a regular pass period
- No mileage limitations
- No leave slip (AF Form 988) required for CWS regular pass periods



CWS & Overtime Hours

- **Employees covered by Fair Labor Standards Act (FLSA) are designated “N” in Block 10 of Civilian Leave & Earnings Statement (CLEES)**
- **Must be paid overtime for hours worked on RDO, unless:**
 - **Employee requests compensatory time in writing**
- **FLSA-exempt employees are designated “E” in block 10 of CLEES**
 - **May be required to accept compensatory time in lieu of OT pay for hours worked on RDO**
- **Must be worked out between supervisors and employees**



CWS Exempt Positions

- **Management must justify why mission requirements preclude specific positions from the CWS program**
- **Before proposing to exempt a position from CWS:**
 - **Supervisor must consult affected employees to develop a workable plan for CWS implementation**
 - **For bargaining unit positions AFGE Local 2429 may enter into consultation process with intermediate management officials**
 - **If no plan emerges for bargaining unit positions, AFGE Local 2429 and management shall consult with the 2-letter responsible for the function with the objective of reducing or eliminating any adverse mission impact**
 - **If this fails, 2-letter chief or deputy may exempt specific positions from the CWS program**
 - **Any civilian employee aggrieved by exemption decision may proceed in accordance with the applicable grievance procedure**
 - **Military members will use chain of command**



Holidays

- When an employee's RDO falls in the week of a holiday, the RDO will be taken in the other week of the pay period
- If both weeks of the pay period have a holiday, then the RDO will be taken in the week originally scheduled but on the day preceding or following the scheduled RDO
- Minimize number three-day work weeks
 - All civilian employees work 80 hours in any given pay period

S	M	T	W	T	F	S
	"in lieu" RDO	9	9	9	9	
	RDO	Holiday 8	9	9	9	

S	M	T	W	T	F	S
	Holiday	9	9	9	RDO	
	8	9	9	9	"in lieu" RDO	



TDY

- **Personnel on TDY**
 - **Will normally observe regular duty days and hours of TDY location**
 - **May remain on CWS schedule if compatible with the working hours at TDY station**
 - **May be removed from CWS schedule for pay periods covering travel where incompatible with CWS**
 - **Requires advanced planning**



Leave

- **Leave (A/L, S/L, etc.) charged at the same number of hours employee is schedule to work**
 - nine hours for a nine hour day
 - eight hours for an eight hour day
- **Example:**
 - If you take first Friday off, then you are charged eight hours
 - If you take first Thursday off, then you are charged nine hours

S	M	T	W	T	F	S
	9	9	9	9	8	
	9	9	9	9	RDO	



Procedures

- Every employee must complete SMC Form 11 by 27 Apr 01
- CWS must be documented by the supervisor and provided in writing to each civilian employee's timekeeper
- SMC Form 11 constitutes an agreement between employee and supervisor
- Civilian timekeepers maintain accurate records, to include:
 - Copies SMC Form 11
 - Account of hours worked
- Supervisors maintain equivalent documentation for military members

ALTERNATE WORK SCHEDULE (AWS) ENROLLMENT & APPROVAL REQUEST

SECTION A: EMPLOYEE ENROLLMENT/REQUEST TO CHANGE WORK SCHEDULE

Name: _____ Organization: _____

NORMAL DUTY HOURS
 5 days/8 hours (0715 to 1600)
 Lunch _____ (45 minute lunch)

FLEXTIME WORK SCHEDULE
 _____am to _____pm
 Lunch _____ (30 min lunch minimum)

COMPRESSED WORK SCHEDULE
 _____am to _____pm
 Lunch _____ (30 minute lunch minimum)
 RDO: Friday _____ Week 1 _____ Week 2 _____
 Monday _____ Week 1 _____ Week 2 _____
 8-Hour Day: M() T() W() Th() F()
 Week 1 _____ Week 2 _____

(EFFECTIVE DATE: _____)

This form is to be utilized by appropriated fund civilian employees and military personnel to document participation in the Alternate Work Schedule (AWS) program. The undersigned hereby requests the above work schedule selection understanding that it must cover core work hours. I understand That:

- The normal SMC duty hours are an eight-hour day from 0715-1600. The normal schedule may be modified in accordance with AWS procedures. AWS schedules (to include CWS and flextime) may be established between 0600 and 1800 with the employee present for duty during the core hours of 0900-1100 and 1300-1500.
- Employees and supervisors may negotiate specific CWS duty hours in accordance with AWS procedures.
- In the event of any disagreement between civilian appropriate fund employees regarding their preferred regular day off (RDO), the supervisor will resolve disagreements on the basis of first, mission requirements and second seniority using leave service computation date (SCD). If both individuals have the same SCD, then disagreements will be resolved based on the date entered on duty at LAAFB.
- There will be no change to my pay or benefits.
- When my requested CWS is approved, I have 90 days to request a change to my final CWS option, and cannot request another change in my CWS option for six months (except to accommodate a demonstrated hardship).
- At any time, I can elect, for any reason, to return to a normal schedule or approved flextime schedule, effective at the beginning of the next pay period. I must wait six months from the date I returned to normal schedule to request to return to a CWS SCHEDULE.
- Mission requirements remain paramount. I acknowledge that, due to mission requirements, I may be required to work on my RDO. If FLSA non-exempt, I will receive overtime pay for work performed on my RDO unless I request compensatory time instead. If FLSA exempt, I understand that I may be required to accept compensatory time in lieu of overtime.

Employee Signature _____ Date _____

SECTION B: SUPERVISOR'S APPROVAL

Supervisor signature _____ Date _____

Two-Letter Signature (if required) _____ Date _____

SMC Form 11, Mar 2001



AWS Enrollment Form

- Enter your Name
- Enter your Organization

ALTERNATE WORK SCHEDULE (AWS) ENROLLMENT & APPROVAL REQUEST

SECTION A: EMPLOYEE ENROLLMENT/REQUEST TO CHANGE WORK SCHEDULE

Name: **John/Jane Doe** Organization: **SMC/CZ**

NORMAL DUTY HOURS
5 days/8 hours
(0715 to 1600)
Lunch _____
(45 minute lunch)

FLEXTIME WORK SCHEDULE
____ am to ____ pm
Lunch _____
(30 min lunch minimum)

COMPRESSED WORK SCHEDULE
____ am to ____ pm
Lunch _____ (30 minute lunch minimum)
RDO: Friday Week 1 ____ Week 2 ____
Monday Week 1 ____ Week 2 ____
8-Hour Day: M() T() W() Th() F()
Week 1 ____ Week 2 ____

(EFFECTIVE DATE: **06 May 01**)

This form is to be utilized by appropriated fund civilian employees and military personnel to document participation in the

- Enter Effective Date
 - First day of the pay period



AWS Enrollment Form

- X in the Compressed Work Schedule spot
- Enter start and end time for workday
- Enter duration of lunch break
- X the spot for the weekday of the week you want for your RDO
- X the weekday for your 8-hour day
- X the week for your 8-hour day

ENROLLMENT & APPROVAL REQUEST
REQUEST TO CHANGE WORK SCHEDULE

Organization _____

COMPRESSED WORK SCHEDULE

_____ am to _____ pm
Lunch 60 (30 minute lunch minimum)

(minimum) RDO: Friday Week 1 _____ Week 2 _____

Monday Week 1 _____ Week 2

8-Hour Day: M() T() W() Th F()

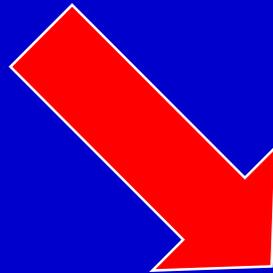
_____ Week 1 _____ Week 2

employees and military personnel to document participation in the
I, _____, hereby request the above work schedule selection



AWS Enrollment Form

- Read through the understanding you are about to agree to



This form is to be utilized by appropriated fund civilian employees and military personnel to document participation in the Alternate Work Schedule (AWS) program. The undersigned hereby requests the above work schedule selection understanding that it must cover core work hours. I understand That:

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- Mission requirements remain paramount. I acknowledge that, due to mission requirements, I may be required to work on my RDO. If FLSA non-exempt, I will receive overtime pay for work performed on my RDO unless I request compensatory time instead. If FLSA exempt, I understand that I may be required to accept compensatory time in lieu of overtime.

- Sign the form


Employee Signature

23 Apr 01
Date

- Date the form
- Submit form to your supervisor



Management Controls

- **SMC/HR responsible for reviewing implementation and utilization of CWS at SMC**
- **Assessment includes:**
 - **Evaluation of metrics**
 - **Feedback on use, effectiveness of, and satisfaction with CWS**



Other CWS Issues



- **Childcare**

- Waiver letters will be issued granted on a case by case basis to accommodate CWS for Child Development Center customers

- **Vanpools**

- Must be worked out in the individual vanpools





Mission Impacts

- **Supervisors must ensure mission needs are met!**
- **Supervisors ensure proper control of work operations by designating an acting supervisor to oversee operations**
 - **No additional compensation is provided the acting supervisor**
- **“24-hour” organizations, such as the 61st SFS, may implement additional options under AWS to meet specific needs**



Responsibilities

- **Supervisors:**
 - **Must ensure mission needs are met and positions covered every workday**
 - **Make every effort to accommodate employee's RDO choice**
 - **3-letter & 4-letter supervisors oversee CWS schedules**
 - **2-letter settles all issues**
- **Employees:**
 - **Must meet mission requirements - work RDO if ordered**
 - **Must complete AWS Enrollment Form**
 - **Must comply with CWS rules**
 - **Must minimize changes to the work schedule**



CWS Participation

- **Mission comes *first***
- **Privilege - *not* a right**
- **Completely voluntary**
- **Everyone is encouraged to make it work!**

Enjoy your tour of duty



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