
CENTER DIRECTOR

Alternate Work Schedules (AWS) for the Executive Operations Staff

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PURPOSE This MAPP describes policies and procedures governing the alternate work schedules (AWS) program for the Executive Operations Staff.

BACKGROUND

- FDA has revised its policies regarding core hours and flexible bands. CDER's AWS program is described under MAPP 4657.1. This MAPP provides the policies for the implementation of AWS for the Executive Operations Staff (EOS), as required under MAPP 4657.1.
- The implementation of AWS must not undermine the effectiveness and efficiency of the EOS. At the same time, employees should have maximum flexibility in arranging work schedules. This AWS plan represents an effort to balance these two objectives.
- *Normal business hours* in CDER are 8:00 a.m. until 4:30 p.m., Monday through Friday. As primary support to the Office of the Center Director, CDER, the EOS will maintain the same normal business hours (i.e., telephones will be answered and support will be available from both the Executive

Secretariat team and the Program Management team at all times during those hours).

REFERENCES

- CDER MAPP 4657.1, *Alternative Work Schedules*
 - CDER MAPP 4657.3, *Overtime Policy*
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DEFINITIONS

- **Alternative Work Schedules.** Any work schedule other than a designated fixed work schedule.
- **Basic Work Requirement.** The number of hours an employee is regularly scheduled to work (full-time employees: 8½ hours a day, 40 hours in a week or 80 hours in a biweekly pay period; part-time employees: fewer than 40 hours (but not fewer than 16 hours or more than 32 hours) in a week or fewer than 80 hours in a biweekly pay period.
- **Core Hours.** The time during the workday during which an employee covered by a flexible (not compressed) work schedule must be present for work.
- **Credit Hours.** Hours worked in a day in excess of the basic work requirement.
- **Flexible Bands.** The time band during the workday during which an employee may choose to vary the times of arrival to and departure from the work site. These time frames also provide the time bands in which credit hours may be earned. Flexible bands also define the times on weekends during which credit hours can be earned.

- **Maxiflex (a.k.a. flexitime).** Work is performed within the designated flexible band of hours and employees must be present for work or on approved leave during core hours. Employees are allowed to earn credit hours during the flexible bands. Employees are allowed, with written supervisory approval, to earn credit hours outside the flexible bands.
- **Overtime Work.** Work that is officially ordered and approved in advance for a specifically defined project and performed outside the employee's official work schedule.

POLICY

1. Core hours for the EOS are 10:00 a.m. to 2:00 p.m., Monday through Friday.
2. Flexible time bands, or maxiflex, are between 5:00 a.m. and 10:00 a.m. (arrival time) and between 2:00 p.m. and 12:30 a.m. (departure time) Monday through Friday. During these times, credit hours may be earned.
3. Under certain circumstances, employees may substitute weekend work hours between the hours of 6:00 a.m. and 6:00 p.m. for regular (Monday through Friday) work hours. A maximum of 8 hours per day of credit time may be earned on Saturday and Sunday. This request must be pre-approved by the Director, EOS.
4. Employees are expected to be available for meetings or other business designated by the supervisor during business hours even if their attendance would interfere with their normal work schedule.
5. All EOS staff are eligible to participate in a maxiflex work schedule, but only to the extent that the Director, EOS, can coordinate employee schedules so that adequate office coverage is maintained and work operations are not hindered.
6. EOS staff may work a compressed work schedule if the team leader as well as the Director, EOS, determines that adequate coverage can be provided during the employees Monday through Friday non-work day. Compressed work schedules are FIXED schedules, during which no credit hours may be earned.

7. Credit time may be accumulated and reported in increments of 15 minutes. Credit hours in increments of less than 15 minutes at the end of a pay period will be forfeited.
 8. A maximum of 24 credit hours may be accumulated and carried forward from one pay period to the next for full-time employees only. Part-time employees may carry forward credit hours up to $\frac{1}{4}$ of their official tour of duty as recorded on their SF-50. Any credit hours in excess of the amount allowed to be carried forward to the next pay period are lost. Credit hours must be earned in advance and, with the advance approval of the supervisor, may be used just like annual leave. Credit hours do not convert to pay.
 9. Overtime work must be approved in advance and must be in excess of the employee's scheduled tour of duty. SES, Commissioned Corps, and Title 38 employees are not eligible to earn overtime.
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RESPONSIBILITIES

- The Director, EOS will:
 1. Review the EOS plan when appropriate and decide whether to continue, modify, or terminate it. Any changes should be filed with the Director, Office of Management (OM).
 2. Approve or disapprove employee requests for exemptions to EOS core hours.
 3. Consider each employee's preference, consult with the appropriate team leader, and supervise the appropriate schedule for each employee based on the needs of the work unit, workload requirements, and the requests of other employees.
 4. Approve or disapprove employee requests for credit hours (a) outside the flexible bands, (b) in excess of 16 hours during weekends, and (c) in excess of 4 hours (2 hours if employee is part-time) on a normal workday.

- Employees will:
 1. Maintain an accurate record of hours worked.
 2. Submit to the Director, EOS, written requests for ongoing exceptions to EOS core hours. Employees may not participate in maxiflex work schedules that contain exceptions to EOS core hours until they have received approval of their request.
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EFFECTIVE DATE

This MAPP is effective upon date of publication.