
OFFICE OF INFORMATION TECHNOLOGY

**Alternate Work Schedules
(AWS)**

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PURPOSE This MAPP describes policies and procedures governing the Alternate Work Schedules program for the Office of Information Technology (OIT).

BACKGROUND

- The AWS program provides individuals with the flexibility to schedule their work time to accommodate their needs as long as it does not materially disrupt the Center's business.
- FDA has revised its policies on core hours and flexible bands. MAPP 4657.1 describes CDER's policies governing the AWS program. This MAPP provides the policies and guidelines for implementing AWS within OIT as required under MAPP 4657.1.
- Implementation of AWS within OIT requires balancing the need to work as a team with the needs of individual employees. The work of the divisions is demanding and operates under tight deadlines. To meet these deadlines, individuals should make every effort to work well as a team and should have frequent and direct (often face-to-face) communication. Implementation of AWS should support the effectiveness and efficiency of this team effort. At the same time, it should allow employees and supervisors to use the AWS program to

accommodate the employees' needs as much as possible without compromising the work and the office mission. OIT's AWS plan represents an effort to achieve this balance.

REFERENCES

- CDER's Plan for Alternative Work Schedules (MAPP 4657.1)
 - CDER's Flexible Workplace Arrangements Program (MAPP 4657.2)
 - CDER's Policy on Overtime Approval (MAPP 4657.3)
 - OIT Policy on Time and Attendance
 - Collective Bargaining Agreement between FDA and NTEU (Article 25)
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DEFINITIONS

- **Alternative Work Schedule:** Any work schedule other than a designated fixed work schedule.
 - **Basic Work Requirement:** The number of hours an employee is regularly scheduled to work (i.e., full-time employees, 40 hours in a week or 80 hours in a biweekly pay period; part-time employees, fewer than 40 hours, but not less 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 an employee covered by a flexible (not compressed) work schedule is required to be present for work during the workday, workweek, or pay period within the tour of duty.
 - **Credit Hours:** Hours worked in a day in excess of the basic work requirement.
 - **Flexible Bands:** The time in the workday, workweek, or pay period during which an employee covered by a flexible work schedule may choose to arrive and depart from the worksite, consistent with the duties and requirements of the position and Center and Office policy. These time frames also include the time bands in which credit hours can be earned.
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- **Maxiflex (a.k.a Flexitime):** The designated band of hours when work is performed. Employees must be present for work or on approved leave during core hours. Employees are allowed, with supervisory approval, to earn credit hours outside the flexible bands.
- **Overtime and Compensatory Time:** Work that is officially ordered and *approved in advance* for a specifically defined project and performed outside the employees’s official work schedule.

POLICY

- The maximum flexible bands permitted in OIT are as follows:

Maxiflex Schedule:

Monday through Friday	6:00 a.m.-9:30 a.m. 3:30 p.m.-12:30 a.m.
Saturday & Sunday	6:00 a.m-6:00 p.m.

- Core hours for OIT are 9:30 a.m.-3:30 p.m., Monday through Friday.
- Normal business hours in OIT are from 8:00 a.m. until 4:30 p.m., Monday through Friday. At a minimum, each division and staff should provide live phone coverage during normal business hours to the extent possible.
- Employees are expected to be available for meetings during normal business hours even if their attendance interferes with their normal work schedules. Events such as meetings and training are not limited to the core hours but can be scheduled to accommodate Center, Office, or Division needs. Management is required to ensure adequate staffing of all Center functions during normal business hours.
- All OIT employees are eligible to participate in a maxiflex work schedule. In all cases, the maxiflex schedule options available to employees depends on coordinating employee schedules so that adequate office coverage is maintained and work operations are unhindered. Requests to

participate in the AWS program can be approved only by the OIT Deputy Office Director for Administration.

- Credit hours cannot be earned by Commissioned Corp Officers, SES employees, or Title 38 employees.
- Employees can work in excess of the basic work requirement (8 hours per day) to earn credit hours that can be used to shorten other workdays or workweeks. Generally, OIT employees are approved to work up to 2.0 hours in excess of the basic work requirement on a normal workday if the hours are worked between 6:00 a.m. and 12:30 a.m. (Supervisors may rescind this general approval if circumstances warrant it in individual cases.) Employees must have specific approval in advance to work credit hours before 6:00 a.m. or on weekends or holidays. Full-time employees can accumulate and carry forward a maximum of 24 credit hours from one pay period to the next. Part-time employees can carry forward up to one-fourth of their official tour of duty hours as recorded on their SF-50. Credit hours must be earned in advance and used in 15-minute increments. A full 15 minutes (1/4 hour) must be worked before an employee earns credit time. Credit time cannot be earned minute by minute to accumulate up to 15 minutes. ***Any credit hours in excess of the amount allowed to be carried forward to the next pay period are forfeited. Credit hours do not convert to pay even if unused after 8 pay periods, except as allowed by DHHS.*** Credit hours can be used as annual or sick leave but credit hours cannot be taken in anticipation of earning them.
- Generally, employees are approved to use up to 2.0 hours of leave or credit time a day without written approval. Employees are advised to notify supervisors prior to leaving and to make a notation on their time work sheets.
- An employee ***cannot*** earn credit time while working at home under a flexible workplace arrangement program (FWAP) agreement. Exceptions to this policy can be made on a case-by-case basis by sending a request to the Deputy Office Director for Administration. However, on the days a full-time employee is scheduled to work off-site, the employee is permitted, with supervisory approval, to vary the beginning of the workday within the 6:00 a.m. to 9:30 a.m. time band.
- Attendance at professional meetings and training during the evenings and weekends cannot substitute for a normal workday and cannot be

claimed as credit time, compensatory time, or overtime. This policy includes the time spent traveling to and from the meeting or training site.

- In all cases, the AWS options available to employees depend on coordinating employees' schedules so that adequate office coverage is maintained and work operations are unhindered. An employee's participation in AWS may temporarily be withdrawn or modified by a supervisor for a specified period of time based on anticipated or emergency workloads. Advance notice of at least one week should be given to the employees if circumstances permit.
 - Overtime and compensatory time 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 ineligible to earn overtime.
 - Credit time and maxiflex work schedules are a privilege, *not* a right. This privilege can be rescinded by management for disciplinary reasons.
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RESPONSIBILITIES

- **Deputy Office Director for Administration will:**
 1. Determine to what extent AWS should be implemented in the Office.
 2. Review the Office of Information Technology's AWS plan at least annually with the Office Director and decide whether to continue, modify, or terminate it. Any changes should be filed with the Director, Office of Management (OM).
 3. Approve or disapprove employee requests to work AWS.
 4. Approve or disapprove individual employee requests for credit hours earned (a) outside the flexible bands, and (b) during weekends or while working at home.
 - **Division Directors and Supervisors will:**
 1. Determine on a continuing basis when the work requirements of certain positions preclude employees in those positions from participating in the maxiflex work schedules.
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2. Consider each employee's preference and determine the appropriate schedule for each employee based on the needs of the work unit, workload requirements, and the requests of other employees.
 3. Approve credit time earned in excess of 2 hours.
 4. Approve leave used in excess of 2 hours.
 5. Review and, if in concurrence, forward employee requests for exceptions to OIT core hours to the OIT Deputy Office Director for Administration.
- **Employees will:**
 1. Request in advance their supervisor's permission to participate in a maxiflex work schedule.
 2. Submit to their supervisor written requests for ongoing exceptions to OIT core hours for approval by the OIT Deputy Office Director for Administration. Employees cannot participate in maxiflex work schedules that contain exceptions to OIT's core hours unless they have received approval of their request.
 3. Account for their time through use of the designated OIT time accounting system.
 - **Division of Management Services, Office of Management, will:**
 1. Provide information and guidance to Center employees on AWS policies and procedures.
 2. Review Office supplemental plans for adherence to Center policies before submitting to Director, OM, for clearance.
 3. Maintain a record of all Office supplemental plans.

EFFECTIVE DATE:

This MAPP is effective upon date of publication.