



Washington Headquarters Services

OPERATING INSTRUCTION

WHS OI 20-4
April 28, 2006

A&PS

SUBJECT: Washington Headquarters Services Alternative Work Schedule Program

- References:**
- a. Title 5, USC, Chapter 61, Subchapter 11, Sections 6120-6133
 - b. Office of Personnel Management Handbook on Alternative Work Schedules, December 6, 1996
 - c. OSD Administrative Instruction No. 28, "Overtime, Administrative Workweek, and Prescribed Hours of Duty for Civilian Employees," June 27, 1984 with Change 2, October 29, 1990
 - d. OSD Administrative Instruction No 67, "Leave Administration," December 27, 1988
 - e. Department of Defense Telework Policy, December 27, 2005

1. PURPOSE

This Operating Instruction (OI):

- 1.1. Authorizes and prescribes Washington Headquarters Services (WHS) policy and procedures for use of Alternative Work Schedules (AWS).
- 1.2. Assigns approval and oversight responsibilities for alternative work schedule requests, implementation and long-term conduct.

2. APPLICABILITY

This OI applies to WHS federal civilian employees not covered by a bargaining unit.

3. DEFINITIONS

- 3.1. Alternative Work Schedule Program. The framework that encompasses use of flexible and compressed work schedules.
- 3.2. Flexible Work Schedule. A work schedule with a start or depart time outside the normal duty hours.

3.3. Compressed Work Schedule. An alternative to the standard work schedule of 8 hours per day, 5 days per week that enables an employee to fulfill the biweekly basic work requirement in less than 10 days.

3.4. 5-4/9 Schedule. A compressed schedule where an employee works eight 9-hour workdays and one 8-hour workday with one fixed day off per biweekly pay period.

3.5. Basic Work Requirement. For full-time employees 80 hours in a biweekly pay period.

4. POLICY

4.1. AWS options provide flexibility for managers and employees to simultaneously meet mission and personal responsibilities and requirements. They may also be useful as recruiting and retention tools aiding the organization in attracting and maintaining a highly skilled workforce. WHS Directors are encouraged to explore utilization of AWS within their organizations, consistent with mission requirements, in accordance with regulatory requirements and DoD policy in references (a) through (e) and this OI.

4.2. It is WHS policy that:

4.2.1. Individuals may request and directorate-level Directors or Deputy Directors may approve flexible and compressed work schedules.

4.2.2. Those serving in directorate-level Director or Deputy Director positions, in formal training, on temporary duty, or assigned shift work are exempt.

4.2.3. WHS normal work hours are 8:30 a.m. to 5:00 p.m. with a 30 minute meal period, Monday through Friday.

4.2.4. WHS core hours are 10:00 a.m. to 3:00 p.m.; flexible starting time shall normally be no earlier than 6:00 a.m. and end no later than 7:00 p.m.

4.2.5. The compressed work schedule authorized for use in WHS is the 5/4-9 plan.

4.2.6. Elements of flexible work schedules, compressed work schedules, and the DoD Telework Program (reference e) shall not be selectively mixed. Each program provides separate and unique options.

4.2.7. AWS shall not be implemented in organizational elements where it would adversely impact productivity, customer service, or operational costs (e.g. generate overtime). A determination of adverse impact shall be made at the directorate Director level.

5. RESPONSIBILITIES

5.1. WHS Directors shall:

5.1.1. Objectively evaluate and equitably administer organizational AWS options.

5.1.2. Establish, approve, modify or terminate AWS as required to meet mission needs.

5.1.3. Continuously evaluate approved AWS to ensure they are consistent with efficient and effective organizational operations. Terminate AWS determined to have an adverse impact on operational effectiveness or if it is determined to be a contributing factor in substandard performance or attendance.

5.1.4. Ensure the appropriate level of employee supervision is present during all approved work schedules, and that managers appropriately monitor employee time and attendance and maintain accurate records.

5.1.5. Ensure adequate customer service capability is available during operational hours and that AWSs do not routinely cause chiefs of organizational elements and the individual who normally assumes that responsibility in the chief's absence to be scheduled for concurrent time off.

5.1.6. Ensure organizational time and attendance managers are familiar with AWS regulatory and program requirements in references (b), (c), and (d).

5.2. Director, Administration and Program Support Directorate shall:

5.2.1 Provide guidance and assistance to supervisors and employees regarding work schedules.

5.2.2. Provide guidance and assistance, where appropriate, to encourage AWS use as a recruiting and retention tool.

5.3. Supervisors at all levels shall:

5.3.1. Consider AWS options within regulatory and operational requirements.

5.3.2. Develop, review, and recommend approval or disapproval of employee work schedules and/or work hours; and ensure that subordinates know and comply with their approved schedules and hours.

5.3.3. Establish procedures to ensure positive knowledge of employee work hours, and that employee work hours are recorded, approved, and maintained by the department timekeeper.

5.3.4. Monitor the impact of AWS on the work of the subordinates and ensure that AWS shall not adversely affect the services that are provided to customers, other departments, co-

workers, or the organization as a whole and, as appropriate, make recommendations through the supervisory chain to directorate-level managers.

6. PROCEDURES

6.1. Individuals desiring to participate in the Alternative Work Schedule Program shall submit a written request in memorandum format through their supervisory chain to the Director or Deputy/Assistant Director level for approval/disapproval. Requests shall contain: name, social security number, position and brief description of duties, current and requested work schedule, and any supporting justification/rationale for approval of the AWS.

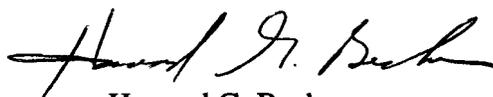
6.2. Supervisors shall recommend approval or disapproval and provide rationale for the recommendation.

6.3. AWS approvals shall specify a set time period, normally at least 3 months. Schedule changes normally require 30-day notification unless the parties involved mutually agree or operational exigencies require more expeditious staffing alternations. Employees shall be informed of the reason for a schedule change and whether it is temporary or permanent.

6.4. Employees desiring to change or renew an AWS shall request it in writing through the supervisory chain to the directorate-level Director or Deputy Director for approval/disapproval.

7. EFFECTIVE DATE

This OI is effective immediately.



Howard G. Becker
Director