



GENERAL INFORMATION GUIDE

Alternative Work Schedules

January 2008



Government of the District of Columbia

DISCLAIMER

This *Alternative Work Schedule General Information Guide (Guide)* was developed to assist agencies in establishing alternative work schedules (AWS).

This Guide is not intended to replace or substitute any statutory provision on this subject contained in the District of Columbia Government Comprehensive Merit Personnel Act of 1978 (CMPA), effective March 3, 1979 (D.C. Law 2-139; D.C. Official Code § 1-601.01 *et seq.*); Chapter 12, *Hours of Work, Legal Holidays, and Leave*, of Title 6 of the District of Columbia Municipal Regulations (DCMR); any other personnel regulation in the DCMR; or any provision in the District Personnel Manual (DPM).

This *Guide* is not intended to cover every situation that may arise under an AWS or other scheduling options available. Employees should consult with their agency's Human Resources (HR) Advisor or the D.C. Department of Human Resources (DCHR) on questions regarding any of the topics covered in this *Guide*.

The Director, DCHR, may revise, delete, or supplement any information contained in this *Guide* at any time at his or her sole discretion.

GENERAL INFORMATION GUIDE

ALTERNATIVE WORK SCHEDULES

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- *Options on Alternative Work Schedules (AWS)*
- *D.C. Standard Form (DCSF) No. 12-04, Request for Alternative Work Schedule (Issued 1/08)*

General Information Guide

ALTERNATIVE WORK SCHEDULES

I. INTRODUCTION

The purpose of the *General Information Guide on Alternative Work Schedules (Guide)* is to set forth the procedures for agencies under the personnel authority of the Mayor to follow in implementing and establishing *Alternative Work Schedules (AWS)*. The information in this document is guidance.

AWS allow managers and supervisors to meet their program goals while providing an opportunity for employees to have more flexibility to balance work and family responsibilities, take advantage of educational opportunities, become involved with volunteer activities, etc.

The statutory basis for *AWS* is D.C. Official Code § 1-612.01 (2006 Repl.); the regulatory basis is Chapter 12 of the D.C. personnel regulations, Hours of Work, Legal Holidays, and Leave. The regulations on *AWS* are mainly contained in sections 1208, 1209, and 1210 of Chapter 12.

II. DEFINITIONS

Agency head – the highest ranking official of an agency or his or her designee.

Alternative Work Schedule (AWS) – means both flexible work schedules and compressed work schedules.

Compressed Work Schedule (CWS) – in the case of a full-time employee, an 80-hour biweekly basic work requirement that is scheduled for less than 10 workdays; in the case of a part-time employee, a biweekly basic work requirement of less than 80 hours that is scheduled for less than 10 workdays and which may require the employee to work more than 8 hours in a day (*See* D.C. Official Code § 1-501 (b) (2006 Repl.)).

Core Hours – the time periods during the workday, workweek, or pay period that are within the tour of duty during which an employee under a flexible work schedule is required to be present for work.

Credit hours – the hours within a flexible work schedule that an employee elects to work in excess of his or her basic work requirement so as to vary the length of a workweek or workday.

Flexible Work Schedule (FWS) – in the case of a full time employee, a work schedule that has an 80-hour biweekly basic work requirement that allows the employee to determine his or her own schedule within the designated hours (core hours) set by the employing agency; in the case of a part-time employee, a work schedule that has a biweekly basic work requirement of less than 80 hours which allows the employee to determine his or her own schedule within the designated hours set by the employing agency.

III. ELIGIBILITY REQUIREMENTS FOR ALTERNATIVE WORK SCHEDULES

The basic requirements for establishing an *AWS* shall be as follows:

- The basic 40-hour workweek may be scheduled on fewer than 5 days;
- The working hours in each day of the basic workweek need not be the same; and
- The basic non-overtime workday may exceed 8 hours.

IV. GENERAL GUIDELINES FOR ALTERNATIVE WORK SCHEDULES

- A. Upon approval of the agency head, an agency may provide *AWS* to agency employees. If an *AWS* is established, it must be offered on an equal basis to all employees of the agency, or to all employees of the subordinate component of the agency involved, as applicable.
- B. An agency head may determine that the work of certain subordinate components of the agency is not conducive to an *AWS* and may restrict the ability to work *AWS* to certain components of the agency.
- C. The decision of the agency head with respect to limiting the subordinate components within the agency to *AWS* is final and not appealable.
- D. Employees requesting to work an *AWS* shall complete *D.C. Standard Form (DCSF) No. 12-04, Request for Alternative Work Schedule* for approval. The form shall be signed by the employee, the employee's supervisor, and the agency head.
- E. Overtime shall not apply to the hours of work that constitute a *CWS* or *FWS* for an employee.
- F. Employees and supervisors must observe all pertinent time and attendance, leave, and pay regulations when an *AWS* is established. Overtime and compensatory time, or exempt time off, are to be approved in advance using existing procedures. Leave usage will be charged based on the approved *AWS*.
- G. A copy of the approved *DCSF No. 12-04* must be submitted to the timekeeper responsible for the employee's time and attendance record.
- H. An employee may submit a written request to the supervisor to end participation in an *AWS* and return to the standard work schedule at any time. Employees may not change the approved *AWS* to a different *AWS* without completing another *DCSF No. 12-04*. Any change to an *AWS* must be approved prior to further changes to the employee's work schedule.
- I. An employee's participation in an *AWS* may be rescinded by the agency head whenever it is determined that the needs of the agency require it, or for any other work-related reasons. In such cases, the employee should be given, where practicable, at least 2 weeks' notice of the rescission of the *AWS*.

- J. An employee working an *AWS* who receives an official performance rating of “*Unsatisfactory*” or “*Needs Improvement*” may be returned to his or her regular tour of duty if the supervisor determines that the employee’s performance is impacted by the *AWS*.
- K. Upon termination of *AWS* approval, the employee shall return to the tour of duty that existed prior to receiving approval for the *AWS*, unless the tour of duty has been changed by the employee’s supervisor in accordance with applicable rules.
- L. Any provisions on *AWS* contained in a collective bargaining agreement (CBA) take precedence over the *AWS* provisions of the D.C. personnel regulations, DPM, and this *Guide* for employees covered by such a CBA, to the extent that there is a difference.

V. TYPES OF ALTERNATIVE WORK SCHEDULES

A. *Flexible Work Schedule (FWS)*

The basic requirements for establishing a *FWS* shall be as follows:

- (1) A core time during which all employees are required to be present (except for authorized lunch periods) must be designated;
- (2) Flexible time periods during which the employee has the option of selecting and varying his or her starting and quitting time within established limits must be designated; however, such flexible time periods may not commence prior to 6:00 a.m., nor end after 6:00 p.m.;
- (3) Maintenance of accurate time and attendance controls to ensure that each employee works or otherwise accounts for 8 hours per day, 5 days per week shall be required; and
- (4) Prior approval by the appropriate personnel authority shall be required.

[Note: A *FWS* schedule shall not be combined with a *CWS* or *telecommuting* work schedule.]

B. *Compressed Work Schedule (CWS)*

- (1) *CWS* shall include the number of hours, excluding overtime hours, an employee is required to work or account for in a biweekly pay period that enables the employee to complete an 80-hour work schedule in fewer than 10 workdays.
- (2) The tour of duty for each employee under a *CWS* program shall be defined by a fixed schedule established by the agency, and may not exceed 10 hours for any workday.
- (3) There are 2 basic types of *CWS*: a 4-day workweek; or a 5/4-9 plan.
- (4) A *CWS* shall not be combined with a *FWS* or *Telecommuting* work schedule.

VI. APPROVAL OF ALTERNATIVE WORK SCHEDULES

In reviewing requests for AWS, supervisors need to consider the following:

- The operational needs of the agency;
- The customer service needs of the agency;
- Whether there are restrictions on when and where work must be performed;
- Whether the employee works with a team that would require a matching schedule of all team members;
- Whether there is adequate coverage for functions handled by the employee in his/her absence without undue burden to the other employees in the organizational component;
- Whether requests for *AWS* are being handled equitably and fairly; and
- Whether management can continue to effectively monitor employee work that occurs outside the supervisor's regular schedule.

VII. DETERMINING "IN LIEU OF" HOLIDAYS UNDER ALTERNATIVE WORK SCHEDULES

- A. If a holiday falls on a non-workday of an employee on a *FWS* or *CWS* except for holidays falling on a Sunday non-workday, the employee's preceding workday is the designated "*in lieu of*" holiday. If a holiday falls on a Sunday non-workday of an employee on a *FWS* or *CWS*, the employee's subsequent workday is the designated "*in lieu of*" holiday.
- B. An agency head may prescribe a different "*in lieu of*" holiday for full-time employees on a *CWS* when it is deemed that a different "*in lieu of*" holiday is necessary to prevent "adverse agency impact."

For additional information regarding *AWS* contact your agency's Human Resources (HR) Advisor; or the DCHR at 442-9700.

Attachments:

- *Options on Alternative Work Schedules (AWS)*
- *D.C. Standard Form (DCSF) No. 12-04, Request for Alternative Work Schedule (Issued 1/08)*

OPTIONS ON ALTERNATIVE WORK SCHEDULES (AWS)

The following are options of *FWS* and *CWS*:

1. Flexible work scheduling options, which include:

- **Variable Day Schedule** – a *FWS* containing core hours on each workday in the week. The employee may vary the number of hours worked each day within the week; however the hours of work must occur **between 6:00 a.m. and 6:00 p.m.** The basic work requirement is 40 hours each week. (Core hours are the hours an employee is required to be present at work.)

Example: An employee with a standard tour of duty from 8:15 a.m. to 5:15 p.m., Monday through Friday, request the following variable day schedule. The core hours for the agency are from 10:00 a.m. to 4:00 p.m.:

FIRST WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
START TIME:	7:30 A.M.	8:30 A.M.	9:00 A.M.	9:00 A.M.	7:30 A.M.
LUNCH	60 MIN	60 MIN	60 MIN	60 MIN	60 MIN
END TIME:	4:30 P.M.	5:30 P.M.	6:00 P.M.	6:00 P.M.	4:30 P.M.
HOURS WORKED:	8	8	8	8	8
TOTAL WORKED:	40				
SECOND WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
START TIME:	7:30 A.M.	8:30 A.M.	9:00 A.M.	9:00 A.M.	7:30 A.M.
LUNCH (30 OR 60)	60 MIN	60 MIN	60 MIN	60 MIN	60 MIN
END TIME:	4:30 P.M.	5:30 P.M.	6:00 P.M.	6:00 P.M.	4:30 P.M.
HOURS WORKED:	8	8	8	8	8
TOTAL WORKED:	40				

Example: An employee with a standard tour of duty from 9:00 a.m. to 6:00 p.m., Monday through Friday, request the following variable day schedule. The core hours for the agency are from 10:00 a.m. to 4:00 p.m.:

FIRST WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
START TIME:	8:00 A.M.	9:00 A.M.	9:00 A.M.	8:30 A.M.	8:00 A.M.
LUNCH	30 MIN	30 MIN	30 MIN	30 MIN	30 MIN
END TIME:	4:30 P.M.	5:30 P.M.	5:30 P.M.	5:00 P.M.	4:30 P.M.
HOURS WORKED:	8	8	8		8
TOTAL WORKED:	40				
SECOND WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
START TIME:	8:00 A.M.	9:00 A.M.	9:00 A.M.	8:30 A.M.	8:00 A.M.
LUNCH (30 OR 60)	30 MIN	30 MIN	30 MIN	30 MIN	30 MIN
END TIME:	4:30 P.M.	5:30 P.M.	5:30 P.M.	5:00 P.M.	4:30 P.M.
HOURS WORKED:	8	8	8	8	8
TOTAL WORKED:	40				

(OVER)

2. **CWS** – the employee may work more than 8 hours per day in order to complete the basic work requirement in **less than 10 days during a pay period**. **CWS** have predetermined tours of duty, i.e., the days of the week and times of work each day. The following are 2 examples of **CWS**:

- **Four-Day (4-Day) Model – 10 hours a day for 4 days a week:**

Example: An employee with a standard tour of duty from 7:00 a.m. to 3:30 p.m., Monday through Friday, request the following **CWS**. The core hours for the agency are from 10:00 a.m. to 4:00 p.m.:

FIRST WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
START TIME:	7:00 A.M.	7:00 A.M.	7:00 A.M.	7:00 A.M.	OFF
LUNCH	30 MIN	30 MIN	30 MIN	30 MIN	
END TIME:	5:30 P.M.	5:30 P.M.	5:30 P.M.	5:30 P.M.	
HOURS WORKED:	10	10	10	10	
TOTAL WORKED:	40				
SECOND WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
START TIME:	7:00 A.M.	7:00 A.M.	7:00 A.M.	7:00 A.M.	OFF
LUNCH (30 OR 60)	30 MIN	30 MIN	30 MIN	30 MIN	
END TIME:	5:30 P.M.	5:30 P.M.	5:30 P.M.	5:30 P.M.	
HOURS WORKED:	10	10	10	10	
TOTAL WORKED	40				

- **Five/Four-Nine (5/4-9) Model – 9 hours a day for 8 days, 8 hours a day for 1 day:**

Example: An employee with a standard tour of duty from 8:15 a.m. to 5:15 p.m., Monday through Friday, request the following **CWS**. The core hours for the agency are from 10:00 a.m. to 4:00 p.m.

FIRST WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
START TIME:	8:00 A.M.	8:00 A.M.	OFF	8:00 A.M.	8:00 A.M.
LUNCH	60 MIN	60 MIN		60 MIN	60 MIN
END TIME:	6:00 P.M.	6:00 P.M.		6:00 P.M.	6:00 P.M.
HOURS WORKED:	9	9		9	9
TOTAL WORKED:	36				
SECOND WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
START TIME:	8:00 A.M.	8:00 A.M.	8:00 A.M.	8:00 A.M.	8:00 A.M.
LUNCH (30 OR 60)	60 MIN	60 MIN	60 MIN	60 MIN	60 MIN
END TIME:	6:00 P.M.	6:00 P.M.	6:00 P.M.	6:00 P.M.	5:00 P.M.
HOURS WORKED:	9	9	9	9	8
TOTAL WORKED:	44				

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Department of Human Resources

REQUEST FOR ALTERNATIVE WORK SCHEDULE (AWS)

Employee (Print Name): _____ Agency/Division: _____

Position Title/Series/Grade: _____

Supervisor (Print Name): _____ Office Location: _____

I. Identify the type of AWS requested:

☐ *Flexible Work Schedule (FWS)*

☐ *Compressed Work Schedule (CWS)*

Proposed effective date for AWS: _____

II. The employee hereby requests the following AWS:

FIRST WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
START TIME:					
LUNCH (30 OR 60)	<input type="checkbox"/> 30 <input type="checkbox"/> 60	<input type="checkbox"/> 30 <input type="checkbox"/> 60	<input type="checkbox"/> 30 <input type="checkbox"/> 60	<input type="checkbox"/> 30 <input type="checkbox"/> 60	<input type="checkbox"/> 30 <input type="checkbox"/> 60
END TIME:					
HOURS WORKED:					
TOTAL WORKED:					
SECOND WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
START TIME:					
LUNCH (30 OR 60)	<input type="checkbox"/> 30 <input type="checkbox"/> 60	<input type="checkbox"/> 30 <input type="checkbox"/> 60	<input type="checkbox"/> 30 <input type="checkbox"/> 60	<input type="checkbox"/> 30 <input type="checkbox"/> 60	<input type="checkbox"/> 30 <input type="checkbox"/> 60
END TIME:					
HOURS WORKED:					
TOTAL WORKED:					

Employee Signature

Date

(OVER)

III. This section is to be completed by Supervisor:**Recommendation:**

- ☐ Approve *AWS*
- ☐ Disapprove *AWS* (If the recommendation is to disapprove, specify reason(s) below):

If approved, this *AWS* shall take effect on: _____.

Supervisor Signature

Date

IV. This section is to be completed by Agency Head (or Designee):

- ☐ *AWS* Approved
- ☐ *AWS* Disapproved

Agency Head Signature

Date