

For: FSA and RMA National Office Nonbargaining Unit Employees

Work Schedule Alternatives for FSA and RMA National Office Nonbargaining Unit Employees
Approved by: Deputy Administrator, Management



1 Overview

A
Background

Effective pay period 8, 2000, there are 4 work schedule choices for FSA and RMA nonbargaining unit employees in the National Office. These new work schedule choices are:

- standard
- compressed (CWS) 5/4/9 and 4/10
- variable day
- maxiflex.

Note: Bargaining unit employees are covered by their Union Agreement.

B
Purpose

This notice:

- informs employees about all work schedule choices
- requires **nonbargaining unit** employees who wish to change work schedules, to complete FFAS-956A
- informs timekeepers about **mandatory** alternative work schedule (AWS) coding that **must** be input properly on each employee's PC-TARE master record
- informs employees and timekeepers about the **different holiday entitlements** for **fixed** and **flexible** work schedules. See paragraph 7.

<p>Disposal Date</p> <p>September 1, 2001</p>	<p>Distribution</p> <p>All FSA and RMA National Office nonbargaining unit employees</p>
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Notice PM-2168

2 Work Schedule Alternatives

A

Work Schedule Choices

Effective pay period 8, 2000, work schedule choices are as follows:

- standard, which is a **fixed** work schedule
 - **CWS 5/4/9 and 4/10**, which are **fixed** work schedules
 - variable day, which is a flexible work schedule
 - maxiflex, which is a flexible work schedule.
-

B

New Policy for Work Schedule Changes

Employee's working a **flexible** work schedule (maxiflex or variable), who want to change to a **fixed** work schedule (CWS or standard), or vice versa, may only do so **1 time per calendar year**, except under special circumstances as approved by the supervisor.

Changes to established **arrival and departure times**, may be made as necessary, as long as the request is submitted to the immediate supervisor by the deadline in subparagraph 5 A.

3 Workday Hours

A

Employees Working a Flexible Work Schedule

For employees working a **flexible** maxiflex or variable day work schedule, their workday hours are from 6:30 a.m. until 6:30 p.m., Monday through Friday. Each workday is made up of core time and flexible time bands. Full-time (FT) employees must be at work or on leave during core hours.

Note: This does not apply to part-time or intermittent employees.

Morning Flexible Time Band	Core Time	Afternoon Flexible Time Band
6:30 to 9:00 a.m.	9:00 a.m. to 3:30 p.m.	3:30 to 6:30 p.m.

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3 Workday Hours (Continued)

B

**Employees
Working a Fixed
Work Schedule**

Employees working a **fixed** CWS or standard tour, their workday hours are from 6:30 a.m. until 6:00 p.m., Monday through Friday. Each workday is made up of core time and arrival and departure time bands. FT employees must be at work or on leave during core hours.

Note: This does not apply to part-time or intermittent employees.

Morning Arrival Time Band	Core Time	Afternoon Departure Time Band
6:30 to 9:00 a.m.	9:00 a.m. to 3:30 p.m.	3:30 to 6:00 p.m.

C

**Official
Workhours**

Official office hours for National Office employees are from 8:15 a.m. to 4:45 p.m., Monday through Friday.

D

Lunch Breaks

Lunch breaks shall be taken between 11:00 a.m. and 2:00 p.m. Supervisors may not require an employee to work more than 6 hours without a lunch break. All daily work schedules, in excess of 6 hours, **must include** a minimum 30-minute unpaid lunch break in addition to the daily workhours.

Note: Employees working a **flexible** work schedule may take advantage of “flexilunch”, see subparagraph E.

E

Flexilunch

Employees working maxiflex or a variable day work schedule may, with advance supervisory approval, extend their lunch break within the lunch band on any given workday, but they must adjust their arrival and/or departure an equivalent amount of time that day.

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4 Work Schedule Descriptions

A

Approved Work Schedule Choices

The following table describes each National Office work schedule choice.

Work Schedule	Explanation
Standard (fixed)	<ul style="list-style-type: none"> • FT employees work an 8-hour workday, 5 days a week, Monday through Friday. • Workhours will be fixed from 8:15 a.m. to 4:45 p.m. • Ineligible for nonworkday, glide time, credit hours, or flexilunch. • Holiday pay maximum is 8 hours.
Compressed (fixed) CWS 5/4/9 CWS 4/10	<ul style="list-style-type: none"> • FT employees work eight 9-hour workdays and one 8-hour workday, with 1 nonworkday each pay period. • Arrival and departure times each workday are fixed, not flexible. • Leave must be taken for a late arrival or early departure from work. • Ineligible for glide time, credit hours, or flexilunch. • Holiday pay equals scheduled workhours on holiday or in-lieu-of holiday (8 or 9 hours). • FT employees work four 10-hour workdays, with 1 nonworkday each workweek. • Arrival and departure times each workday are fixed, not flexible. • Leave must be taken for a late arrival or early departure from work. • Ineligible for glide time, credit hours, or flexilunch. • Holiday pay equals scheduled workhours on holiday or in-lieu-of holiday (10 hours).
Variable Day (flexible)	<ul style="list-style-type: none"> • FT employees must work 10 workdays per pay period, Monday through Friday. • FT employees shall work no less than 6 hours or more than 10 hours on a given workday, excluding credit hours. • Workweek minimum is 40 hours. • Glide time can vary daily up to 2 ½ hours between 6:30 a.m. to 9:00 a.m. • FT employees must be at work or take leave during core hours. • Credit hours may be earned in quarter-hour increments. • Flexilunch is allowed. • Scheduled nonworkdays are not allowed. • Holiday pay maximum is 8 hours.

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4 Work Schedule Descriptions (Continued)

A
Approved Work
Schedule Choices
(Continued)

Work Schedule	Explanation
<p>Maxiflex (flexible)</p>	<ul style="list-style-type: none"> • FT employees must work an 80-hour pay period on 10 or fewer workdays per pay period, Monday through Friday. • FT employees shall work no less than 6 hours or more than 10 hours on a given workday, excluding credit hours. • FT employees must be at work or take leave during core hours on scheduled workdays, except for the last day of the schedule once the 80-hour requirement is met. • Credit hours may be earned in quarter-hour increments. • Flexilunch is allowed. • Nonworkdays are allowed. • Employee must establish daily arrival and departure times. • Employee must establish number of hours to be worked for each workday. • Arrival time may glide up to 30 minutes earlier or later than employee's established arrival time, as long as arrival occurs no earlier than 6:30 a.m. and no later than 9:00 a.m., and provided departure time is adjusted an equivalent amount of time that same workday. <p>Note: Schedules emulating a 5/4/9 or 4/10 work schedule may be worked under maxiflex, but holiday pay is limited to 8 hours. See paragraph 7 for more details on holiday regulations.</p>

D
Grandfather
Clause

Employees whose work schedule on June 1, 1998, allowed them to arrive at work as late as 9:30 a.m. shall be permitted to continue with their existing work schedule by earning and using credit time on the same workday.

Example: An employee plans to work a 7-hour workday and arrives at 9:30 a.m. Between 9:00 a.m. and 9:30 a.m., the employee would use ½ hour of credit time. Their 7 hours would begin at 9:30 and end at 5:00 p.m. with ½ lunch break and technically the time between 4:30 and 5:00 would be credit time earned. This is the **only situation** where credit time can be used before it is earned.

Note: SF-71 is not necessary for use of credit time when earned back on the same workday and no notation needs to be made on FSA-958.

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5 Action Required to Change Work Schedules

A Requesting a Work Schedule Change

Employees who wish to make a temporary or permanent change to their current work schedule must:

- complete FFAS-956A (see example in Exhibit 1)
- submit the request to their immediate supervisor by **COB on the Tuesday** before the beginning of the requested **effective** pay period.

FT employees must account for an 80-hour pay period. All requests for a work schedule change **must be approved** by the employee's immediate supervisor before the employee may begin a new work schedule.

Important: Employee's wanting to change from a **flexible** work schedule (maxiflex or variable) to a **fixed** work schedule (CWS or standard), or vice versa, may only do so **1 time per calendar year**, except under special circumstances as approved by the supervisor.

Note: Revised FFAS-956A is available on the u:\wpforms directory.

B Approval of Work Schedule Changes

Supervisors, or their designee, shall approve or deny an employee's work schedule change request by **COB on the Wednesday** before the beginning of the requested effective pay period. If the request is denied, the supervisor shall record the reason for denial on FFAS-956A, item 14.

Note: In the absence of an approved FFAS-956A, **new** employees will be put on a standard work schedule.

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5 Action Required to Change Work Schedules (Continued)

C

Supervisory Considerations

Supervisory personnel may deny, revoke, or temporarily suspend an employee's alternative work schedule when the mission of the Agency is in jeopardy or for a work-related reason, such as:

- critical time sensitive work requirement
 - inadequate office coverage during official workhours
 - work unit's or Agency's mission would be unduly delayed, interrupted, or could not be accomplished
 - the employee is abusing his or her approved work schedule.
-

D

Work Schedule Conflicts

When scheduling conflicts arise, employees shall be allowed to resolve the conflict among themselves. If no agreement can be made between the parties involved by noon on the Thursday before the beginning of the requested pay period, the supervisor shall make a determination by COB on Thursday and seniority shall prevail based on service computation date for leave.

6 Credit Hours, Overtime, and Compensatory Time

A

Earning and Using Credit Hours

Credit hours:

- may be earned by employees who work a **variable day** or **maxiflex** work schedule
- are hours of work performed in excess of an employee's basic work requirement or established workday

Note: The condition for working credit hours is based on the availability of appropriate work, but supervisors reserve the right to determine that appropriate work is available.

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6 Credit Hours, Overtime, and Compensatory Time (Continued)

A

Earning and
Using Credit
Hours
(Continued)

- are to be worked at the discretion of the employee and cannot be ordered or directed by a management official
- may **only** be earned between the hours of 6:30 a.m. and 6:30 p.m.
- are limited to earning no more than 1 hour per workday and no more than 10 hours per pay period
- cannot be earned on nonworkdays, Saturday, Sunday, or holidays
- are earned and used in quarter-hour increments
- may be earned and used in the same pay period, but must be earned before used

Exception: See Grandfather Clause in subparagraph 4 D.

- must be approved in advance of being used on SF-71

Note: To use credit hours, on SF-71 check “Other Paid Absence”, and write “credit hours used” in the “Remarks” section.

- are limited to a carryover total at the end of the pay period of 24 hours

Note: Any credit hours in excess of the 24-hour limit, at the end of the pay period, will be forfeited.

- unused at the time of separation or retirement will be paid to the employee at the applicable hourly pay rate in effect at the time of separation or retirement
- may **not** be earned by Senior Executive Service employees.

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6 Credit Hours, Overtime, and Compensatory Time (Continued)

B

Overtime and Compensatory Time

The following hours are eligible for overtime or compensatory time, but must be requested and/or approved by the employee's immediate supervisor, when an employee:

- is ordered or directed by a management official to work hours in excess of their established workday
- requests to work hours in excess of their established workday
- works on their nonworkday, Saturday or Sunday.

Note: See 32-PM for guidance on overtime and compensatory time entitlements.

7 Holiday Entitlements

A

Holiday Entitlements for Flexible Work Schedules

5 U.S.C. 6124 states that employees who work a **flexible** work schedule (maxiflex or variable) are only entitled to **8 hours** of holiday pay for Federal holidays, in-lieu-of holidays, or a day excused by Executive Order, unless otherwise defined in the Executive Order.

B

Holiday Options for Flexible Work Schedules

When a Federal holiday or in-lieu-of holiday falls on an **established workday of more than 8 hours**, an employee working a flexible variable day or maxiflex work schedule may choose 1 of the following holiday options:

- request a temporary change to their work schedule so that 8 hours are scheduled on the holiday or in-lieu-of holiday and make-up the extra hours on another day within the same pay period in order to meet their weekly or biweekly work requirement
 - use annual leave, compensatory time, credit hours, time-off award, or LWOP for the 1 or 2 extra hours.
-

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7 Holiday Entitlements (Continued)

C

Holiday Entitlements for Fixed Work Schedules

Employees who work a **fixed** work schedule (CWS or standard) are entitled to holiday pay for the number of hours they are **scheduled to work** on a day designated as a Federal holiday, in-lieu-of holiday, or day excused by Executive Order, unless otherwise defined in the Executive Order.

Note: Supervisors and timekeepers may refer to the employees approved FFAS-956A for the scheduled work hours of 8, 9, or 10 that fall on a holiday.

D

Scheduled Nonworkday for Part-Time Employees

There is no pay entitlement for part-time employees when a holiday falls on their scheduled nonworkdays and there are no in-lieu-of holiday entitlements.

8 Other Work Schedule Information

A

Reminder of Employee Responsibilities for FSA-958

Employees are reminded to record their daily attendance and leave information on FSA-958 (Exhibit 2) in a correct and timely manner. Each employee shall:

- on a daily basis record their:
 - arrival and departure times
 - overtime and comptime
 - credit hours
 - calculate and enter **their work and leave hours** in the top portion of FSA-958
 - calculate week 1 and week 2 **total** hours
 - sign and date
 - submit to timekeeper by no later than noon on the Monday following the end of the pay period, unless earlier request is made.
-

B

Nonworkdays

Employees should use the term "nonworkday" to describe an established or scheduled day off.

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8 Other Work Schedule Information (Continued)

C

**Training,
Witness Service,
or Jury Duty**

When jury duty, witness service, or training is canceled or an employee is excused by the courts before the end of their established workday and a substantial portion of their workday remains, the employee is expected to return to work or request leave for the balance of their workday.

Definition: Substantial portion of the workday means 2 or more hours, except when the training is given at the employee's official worksite.

9 Timekeeper Action

A

**Employee Master
Record Coding**

Timekeepers **must code** AWS in each PC-TARE master record correctly for the type of work schedule being worked by the employee. AWS code is **critical** to the proper recording of leave and T&A information at NFC.

Using the **Add/Modify Master Record** function from the main menu of PC-TARE, enter the employee's SSN and enter 1 of the following codes into item "12" on this screen. If an employee is working a:

- standard, leave blank
- CWS 4/10, enter "3"
- CWS 5/4/9, enter "5"
- variable day, enter "7"
- maxiflex, enter "8".

Notes: Timekeepers shall check AWS code for all employee's in your T&A group or groups, as soon as possible.

Be sure to change AWS code when an employee changes their work schedule.

B

**Timekeeper
Responsibilities
for FSA-958**

Timekeepers shall verify the employee's calculations on FSA-958 at the end of the pay period, initial, and forward with SF-71's to the immediate supervisor for approval.

Example of FFAS-956A, FSA and RMA Headquarters Work Schedule Request

Reproduce Locally. Include form number and date on all reproductions.

FFAS-956A (02-04-00) U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency

PRIVACY ACT STATEMENT
Collection of your Social Security Number is authorized by Executive Order 9397 and will be used solely for the purpose of positive identification. Furnishing this information is voluntary.

FSA AND RMA HEADQUARTERS WORK SCHEDULE REQUEST

PART A - GENERAL INFORMATION

1. Employee's Name _____ 2. Social Security Number _____ 3. Division, Branch, and Section _____

4. Type of request? Permanent (more than 2 PPs) Temporary 5. If temporary, enter Pay Period to return to current work schedule. _____

6. Effective Pay Period of Requested Change _____ 8

PART B - CURRENT WORK SCHEDULE

7. WORK SCHEDULE TYPE

Maxiflex - 80 hour pay period of 10 or fewer workdays.
 CWS 5/4/9 - 80 hour pay period of eight 9-hour workdays plus one 8-hour workday.
 CWS 4/10 - 80 hour pay period of four 10-hour workdays per week.
 Variable Day - 40 hours per week and 10 workdays per pay period.
 Standard - 40 hours per week and 10 workdays per pay period.

8. WORK SCHEDULE DAYS (Enter "OFF" for Maxiflex or CWS nonworkday(s))

	WEEK ONE					WEEK TWO					TOTAL PP HOURS
	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	
Arrival Time	7:00	7:00	7:00	7:00	9:00	OFF	7:30	6:30	6:30	9:00	
Depart. Time	4:30	5:30	5:30	5:30	3:30	X	5:00	5:00	5:00	3:30	
Hours	9	10	10	10	6	OFF	9	10	10	6	80

PART C - REQUESTED WORK SCHEDULE

9. WORK SCHEDULE TYPE

Maxiflex - 80 hour pay period of 10 or fewer workdays.
 CWS 5/4/9 - 80 hour pay period of eight 9-hour workdays plus one 8-hour workday.
 CWS 4/10 - 80 hour pay period of four 10-hour workdays per week.
 Variable Day - 40 hours per week and 10 workdays per pay period.
 Standard - 40 hours per week and 10 workdays per pay period.

10. WORK SCHEDULE DAYS (Enter "OFF" for Maxiflex or CWS nonworkday(s))

	WEEK ONE					WEEK TWO					TOTAL PP HOURS
	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	
Arrival Time	7:45	7:45	7:45	7:45	8:45	X	7:30	7:30	7:30	7:30	
Depart. Time	5:15	5:15	5:15	5:15	5:15	X	5:00	5:00	5:00	5:00	
Hours	9	9	9	9	8	OFF	9	9	9	9	80

Length of Workday

Arrival Time (AM)	6	6 1/4	6 1/2	6 3/4	7	7 1/4	7 1/2	7 3/4	8	8 1/4	8 1/2	8 3/4	9	9 1/4	9 1/2	9 3/4	10	Departure Time (PM)
6:30																		3:30
6:45																		3:30
7:00																		3:30
7:15																		3:30
7:30																		3:30
7:45																		3:30
8:00																		3:30
8:15																		3:30
8:30																		3:30
8:45																		3:30
9:00																		3:30

11. Employee's Signature _____ Date _____ 12. Received by Timekeeper (Initials) _____ Date _____

PART D - APPROVALS/DISAPPROVALS

13. This request is:
 APPROVED AS REQUESTED DISAPPROVED
 APPROVED AS REVISED

14. Reason(s) for Revising or Disapproving Request _____

Supervisor's Signature _____ Date _____

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 725-2660 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 725-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

ORIGINAL - Timekeeper COPY - Employee

Example of FSA-958, Work Schedule Log

REPRODUCE LOCALLY. Include form number and date on all reproductions.

FSA-958 (09-15-98)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency		WORK SCHEDULE LOG		PRIVACY ACT STATEMENT Collection of your social security number is authorized by Executive Order 9397 and will be used solely for the purpose of positive identification. Furnishing this information is voluntary.		NAME OF EMPLOYEE Jane Doe		SOCIAL SECURITY NO. 123-45-6789								
						PAY PERIOD 22		YEAR 2000		WORK SCHEDULE TYPE Maxiflex								
REGULAR TIME/ PAY STATUS LEAVE	FIRST WEEK HOURS							SECOND WEEK HOURS					TC	TOTAL HOURS WEEK ONE	TOTAL HOURS WEEK TWO			
	SUN	MON	TUES	WED	THUR	FRI	SAT	SUN	MON	TUES	WED	THUR				FRI	SAT	
(01) REGULAR TIME		9.2	9.2		9.2	7			OFF	9.2	9.2	9.2	6.2			01	35.2	35
(61) ANNUAL LEAVE				1.2												61	1.2	
(62) SICK LEAVE																62		
(50) CREDIT HOURS USED																50		
(66) Admin.				8H												66	8	
()																45	35
	NONPAY STATUS																	
(29) CREDIT HRS. EARNED																29		
(32) COMP. TIME EARNED																32		
(71) LWOP																71		
()																	
	FIRST WEEK							SECOND WEEK										
	REGULAR TIME		CREDIT HOURS		OVERTIME/COMP TIME			REGULAR TIME		CREDIT HOURS		OVERTIME/COMP TIME						
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT				
SUN																		
MON	7:00	5:00						OFF										
TUES	7:00	5:00						7:00	5:00									
WED	Holiday							7:00	5:00									
THUR	7:00	5:00						7:00	5:00									
FRI	8:00	3:30						8:30	3:30									
SAT																		
SIGNATURE OF EMPLOYEE		DATE		SUPERVISOR'S INITIALS		DATE		TIMEKEEPER'S INITIALS		DATE								
Jane Doe		11/20/98		JH		11/20/XX		LSD		11/20/XX								