

US Civilian
Alternative Work Schedule
Handbook

Ramstein Air Base



FOREWORD

This Alternative Work Schedule Handbook supplements the requirements prescribed in reference c., and establishes installation-wide policies, responsibilities, and procedures for the 86th Airlift Wing and tenant units participating in the Alternative Work Schedule (AWS) Program for US appropriated fund civilian employees. Implementation of AWS will support mission accomplishment while improving the efficiency and productivity of operations, enhancing personnel retention, and improving morale. This handbook supersedes previously issued 86 AW policy and will remain in effect until superseded or rescinded.

Questions related to the contents of the handbook may be directed to the Ramstein Civilian Personnel Flight, Employee Relations Section, at 86fss.fsec.us-emr@us.af.mil. Timekeeping and civilian pay questions may be addressed to the organizational timekeeper or the specialists in the Comptroller Squadron, Civilian Pay Office (86 CPTS) at 86CPTS.CIV.PAY@us.af.mil.

References:

- a. OPM Handbook on Alternative Work Schedules
- b. DoDI1400.25V630_AFI 36-815, *Leave*, 14 Nov 19
- c. DoDI1400.25V610_AFI 36-807, *Hours of Work and Holiday Observances*, 19 Apr 19
- d. DoDI1400.25V550_AFI36-808, *Pay Administration (General)*, 29 Mar 19
- e. OPM Memo CPM 2019-15, *Compensatory Time Off for Religious Observances Final Regulations*
- f. AFI 36-205, *Affirmative Employment Programs, Specialist Emphasis Programs, and Reasonable Accommodation Policy*, 01 Dec 16

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1. **Purpose.** This handbook establishes policy and assigns responsibilities for administering the Ramstein Air Base Alternative Work Schedule (AWS) Program in accordance with reference c.

2. **Background and Scope.** Reference c. provides authority for 86 AW/CC to establish an AWS program. The principles of this handbook apply to all appropriated fund civilian employees assigned to and/or under operational control of 86 AW and tenant units. This handbook does not apply to contractors, non-appropriated funded employees, military, or local national employees. Implementation of an AWS for local national employees is subject to coordination with local works councils and applicable laws governing local national employment.

3. **Work Schedules.** The AWS consists of two options: compressed work schedule (CWS) and flexible work schedule (FWS).

a. **CWS** is a fixed work schedule in which the biweekly basic work requirement is scheduled for less than 10 workdays, normally scheduled Monday through Friday. Employees will be allowed to choose fixed arrival times between 0600 to 0900 hours and fixed departure times between 1500 to 1800 hours on their scheduled work days. Supervisors may further restrict arrival/departure times based on mission and/or customer service requirements. Any hours an employee on a CWS is ordered to work beyond the established daily schedule must be pre-approved under applicable overtime provisions.

i. Authorized CWS types:

1) The 4/10 Compressed Plan: full-time employees must work four 10 hour days, for a total of 40 hours a week and 80 hours in a biweekly pay period. Work schedule example, with a 1-hour lunch: *Monday through Thursday, 0700-1800.*

2) The 5/4/9 Compressed Plan: full-time employees must work eight 9-hour days plus one 8-hour day for a total of 80 hours in a biweekly pay period. Work schedule example, with a 1-hour lunch: *Week 1: Monday through Thursday, 0700-1700; Friday - Regular Day Off. Week 2: Monday through Thursday, 0700-1700; Friday, 0700-1600.*

ii. Regular day off (RDO). An RDO is the non-workday(s) Monday through Friday. The RDO will be a day that the employee and supervisor have mutually agreed to be the fixed RDO. Employees on an RDO are not in a pay or leave status.

iii. Holiday Pay on CWS. Full-time employees on a CWS are entitled to basic pay for the number of hours they are regularly scheduled to work on that day. When a holiday falls on the regularly scheduled day off and is a Sunday, the employee's in lieu of holiday is the first regularly scheduled workday following the Sunday holiday. If the holiday is not a Sunday, the employee's in lieu of holiday is the last regularly scheduled workday preceding the holiday.

1) If the President issues an Executive Order granting a "half-day" holiday, a full-time employee on a compressed work schedule is entitled to basic pay for half the number of hours he or she would otherwise work on that day.

2) When a part-time employee is on a compressed work schedule and is relieved or prevented from working on a day within the employee's scheduled tour of duty that is designated as a holiday, the employee is entitled to basic pay for the number of hours of the compressed work schedule on that day. When a part-time employee is on a compressed work schedule and a holiday falls on a non-workday, the employee is not entitled to an "in-lieu-of" day for that holiday.

b. **FWS** provides employees the option to select and vary their arrival and departure time within the flexible hours. The FWS splits the workday into two types of hours: core hours and flexible hours. Core hours cover the period of time during the workday in which all employees must be present for work. The established core hours are **0900 to 1500** hours, 5 days a week. Flexible hours cover periods of time during the workday in which employees may choose arrival and departure times. Departure time for full-time employees is computed by adding 8 hours plus the scheduled lunch period to the arrival time. Standard flexible hours are from **0600 to 0900** hours for arrival and from **1500 to 1800** hours for departure. Supervisors may further restrict flexible hours based on mission and/or customer service requirements. For example, arrival time flexible hours may be restricted to 0700-0800.

i. Authorized FWS types:

1) **Flexitour Schedule:** an employee is allowed to select arrival and departure times within the flexible hours. Once selected, the hours are fixed until the supervisor provides an opportunity to select different starting and stopping times. Work schedule example, with a 1-hour lunch: *Monday through Thursday, 0700-1600; and Friday, 0800-1700.*

2) **Gliding Schedule:** an employee may select an arrival and departure time each day, and may change starting and stopping times daily within the flexible hours. Work schedule example: *8 hours plus 0.5-1 hour lunch Monday through Friday; arrival between 0600-0900 and departure between 1500-1800.*

ii. **Credit Hours.** Credit hours are non-overtime hours an employee on a FWS voluntarily requests to work, with supervisory approval, in excess of their basic work requirement (e.g., 8 hours a day/40 hours per week) during flexible hours (e.g., Mon-Fri 0600-0900 and 1500-1800) and/or on non-workdays (e.g., weekends). Notes: Employees on a CWS are not eligible to earn credit hours. Any hours an employee on a FWS is ordered to work beyond the established daily schedule must be pre-approved under applicable overtime provisions. Credit hours may only be worked at the employee's election, according to workload needs, and must be pre-approved by the supervisor. Credit hours are generally not earned during lunch, on days when leave or excused absence is used, or when an employee is performing fitness activities.

1) Employees must obtain verbal or written approval from their supervisor prior to working credit hours on a non-workday. Supervisors will consider the amount of leave taken, if any, during the pay period, prior to approving a request for credit hours on a non-workday.

2) Employees earn credit hours in 15-minute increments. A full-time employee may carry up to 24 credit hours over to the next pay period. For a part-time employee, one-fourth of the employee's biweekly work requirement may be carried over to the next pay period as credit hours.

3) The earning and using of credit hours must be properly documented on the time card (e.g., CD for credit hours earned with an approved premium request, and CN time for credit hours taken with an approved leave request).

iii. **Holiday observances** for employees who work a flexible schedule are the same as those for full-time employees with a regularly scheduled 40-hour basic workweek. A full-time employee on a flexible work schedule is only entitled to 8 hours of pay on a holiday when the employee does not work. If the President issues an Executive order granting a "half-day" holiday, a full-time employee on a flexible work schedule is credited with half the number of hours he or she was scheduled to work, not to exceed 4 hours.

c. **Lunch Period.** Lunch periods normally range from 30 to 60 minutes. Breaks in excess of 60 minutes during a day should not be permitted unless the employee is on an approved FWS. All employees are required to observe a minimum meal period of 30 minutes duration and all work schedules shall reflect this requirement.

i. A lunch period may not be scheduled at the beginning or end of the work day (i.e., skipped) to facilitate late arrival or early departure.

ii. The employee is entirely free of the duties of their position during the lunch period, and the time is non-compensable.

iii. When supervisors schedule more than one 8-hour shift in a 24-hour period and an overlapping of shifts to permit time off for lunch is not possible, supervisors may authorize an on-the-job lunch period of 20 minutes or less. When employees are required to spend their on-the-job lunch period at or near their workstations under these conditions, the time covered by the 20 minute on-the-job lunch period is compensable.

4. **AWS Approval:** Individual participation in the AWS is a privilege and not an entitlement, and is subject to management discretion. Participation is voluntary, not mandatory, on the part of the employee. Contact the Ramstein Civilian Personnel Flight, Employee Relations Section, at 86fss.fsec.us-emr@us.af.mil for guidance and assistance.

a. Group commanders and directors of 86th AW and tenant units may implement one or more of the AWS options described in paragraph 3 for any or all of their organizations. It is recommended that the authorized

schedule(s) be documented in writing and distributed to applicable employees/management. Once authorized for their organization, first-level supervisors are delegated the authority to approve an AWS request. Inquiries regarding which AWSs are approved for an organization are directed through the chain of command.

b. Employees who wish to request an AWS must develop a proposed biweekly schedule of arrival and departure times (recommend using the applicable work schedule change request templates provided at *Attachment 1 and Attachment 2*). The proposed schedule is subject to supervisory approval. The approved work schedule must be maintained by the supervisor and a copy provided to the appropriate timekeeper.

c. Supervisors should consider several factors when approving an AWS to include: office coverage, days and/or times when all staff are expected to participate in meetings, mission requirements, customer support, and individual workload. Mission critical assignments and customer service hours must not be negatively affected. Shifts requiring premium pay (e.g., night pay or Sunday pay) should be avoided.

5. **Work Schedule Accommodations:** Supervisors should immediately contact 86fss.fsec.us-emr@us.af.mil to obtain guidance and assistance when in receipt of a verbal or written request for a change to an employee's work schedule as an accommodation for medical or religious purposes.

a. Religious accommodation. An employee may request to earn/use **religious compensatory time off** in accordance with references d. and e. To the extent that modifications in work schedules do not interfere with the efficient accomplishment of an agency's mission, an employee must be permitted upon request to take time off for a religious observance as required by the employee's personal religious beliefs.

b. Medical accommodation. Employees with a qualified disability may be approved to work an AWS as a reasonable accommodation, in accordance with reference f. below. Note that there are specific timeframes associated with the reasonable accommodation process; therefore, it is vitally important that supervisors do not delay.

6. **Responsibilities:** In addition to meeting their work requirements, employees and their supervisors are responsible for tracking their daily hours of work, leave and other absences, and completing their timecard IAW applicable procedures, laws, rules and regulations. Supervisors are responsible for ensuring they have personal knowledge of each employee's recorded time and attendance to ensure the record is correct for certification. Employees and supervisors should be advised that false reporting or misuse can lead to disciplinary action up to and including removal.

7. **Work Schedule Changes:** An AWS may be temporarily or permanently terminated or changed, and an employee may also be returned to a standard 8 hour tour. The approved work schedule change must be maintained by the supervisor and a copy provided to the appropriate timekeeper. Changes initiated by the employee, including returning to a standard 8-hour tour, are subject to advance supervisory approval. When operational priorities require a change in an AWS schedule, supervisors will normally provide notice as far in advance as possible (normally not less than 7 days prior to the effected pay period). Exceptions may be made for unusual circumstances such as short-notice special projects, natural disasters, temporary duty (TDY), training, furlough, etc.

a. Meetings, training and other sessions should be scheduled at times when employees are available. Supervisors will adjust work schedules in lieu of overtime when training or meeting dates/times cannot be changed, so that employees are able to attend. AWS may also be temporarily rescinded or changed during pay periods when employees are in a TDY status using the standard 8-hour work schedule. The work schedule for the entire pay period will normally be changed to meet such requirements.

b. The RDO for a CWS may be rescheduled periodically by the employee and supervisor to meet operational needs.

c. Terminating AWS. Participating in AWS may be terminated at any time by the supervisor if there are any concerns regarding performance, misconduct or in response to changing work conditions. AWS may be terminated due to an adverse agency impact or due to mission needs and workload. Employees will be provided written notification stating the reason for termination of AWS.

Attachment 1- Sample CWS Change Request Template

Work Schedule Change Request - Compressed Work Schedule (CWS)

1. I, *[insert employee name]*, am requesting to work the following CWS: *[insert either “4/10 Compressed Plan” or “5/4/9 Compressed Plan”]* effective on *[insert the start date, which should always be the beginning of a pay period]*.
2. I will take a *[insert 30, 45, or 60 minutes]* lunch break each scheduled work day, between the hours of *[insert the scheduled timeframe, normally 1100-1300]*. I understand that this lunch period is unpaid, non-duty time and that it may not be scheduled at the beginning or end of the work day (i.e., skipped), to facilitate late arrival or early departure.
3. Work schedule per pay period: *[Insert starting and ending times that include the duty hour requirement plus the unpaid lunch break in the table. Modify sample below as needed.]*

Duty Hours per Work Day	Mon	Tue	Wed	Thurs	Fri
Week 1	0700-1700	0700-1700	0700-1700	0700-1700	RDO
Week 2	0700-1700	0700-1700	0700-1700	0700-1700	0700-1600

Note: RDO = Regular Day Off

4. I understand that individual participation in a compressed work schedule is a privilege and not an entitlement, and is subject to the discretion of the first-level supervisor. I further understand that I must be present for scheduled duty unless on approved leave or appropriate excused absence.

Signature of Employee:

Date:

I, *[insert supervisor name]*, authorize this work schedule. I have confirmed through my chain of command that this type of schedule has been authorized for this organization, and this work schedule will not negatively affect mission critical assignments/customer service hours. I will properly store this work schedule in the supervisor’s employee work folder and I will provide a copy to the organization timekeeper, should the timekeeping system require an update.

Signature of Supervisor:

Date:

Attachment 2- Sample FWS Change Request Template

Work Schedule Change Request - Flexible Work Schedule (FWS)

1. I, *[insert employee name]*, am requesting to work the following FWS: *[insert “Flexitour Schedule” or “Gliding Schedule”]* effective on *[insert the start date, which should always be the beginning of a pay period]*.
2. I will take a *[insert a period of from 30 minutes/minimum to 120 minutes/maximum]* lunch break each scheduled work day, between the hours of *[insert the scheduled timeframe, normally between the hours of 1100 and 1300]*. If I take a longer or shorter lunch break I will adjust my work schedule that day accordingly to ensure I have met the 8 hour duty requirement. I understand that this lunch period is unpaid, non-duty time and that it may not be scheduled at the beginning or end of the work day (i.e., skipped), to facilitate late arrival or early departure.
3. Work schedule:
8 duty hours per day, 5 days per week, Monday through Friday. Core hours are from 0900-1500. Flexible hours are from: *[Insert flexible hours. Standard flexible hours are from 0600-900 and 1500-1800, but could be further restricted.]*
Starting and stopping times: *[Insert times within the flexible hours to account for the 8 hour duty day plus the unpaid lunch break. Flexitour is a fixed schedule which may vary from day to day, so each day should be input. Gliding Schedule is not a fixed schedule so the typical times should be input.]*
4. I understand that I must properly request and obtain supervisory permission to earn and use credit hours, and I must document applicable credit hours in the timekeeping system. I understand that credit hours are generally not earned during lunch nor on days when leave or excused absence is used; and that I MUST obtain verbal or written supervisory approval prior to working credit hours on a non-workday.
5. I understand that individual participation in a flexible work schedule is a privilege and not an entitlement, and is subject to the discretion of the first-level supervisor. I further understand that I must be present for scheduled duty unless on approved leave or appropriate excused absence.

Signature of Employee:

Date:

I, *[insert supervisor name]*, authorize this work schedule. I have confirmed through my chain of command that this type of schedule has been authorized for this organization, and this work schedule will not negatively affect mission critical assignments/customer service hours. I will properly store this work schedule in the supervisor’s employee work folder and I will provide a copy to the organization timekeeper, should the timekeeping system require an update.

Signature of Supervisor:

Date: