Current as of: 26 Oct 16

MANPOWER & PERSONNEL FLIGHT FACT SHEET

ALTERNATE WORK SCHEDULES & CORE HOURS

Alternative Work Schedule (AWS): Is simply a deviation from the normal set work schedule. These programs allow managers to meet their mission requirements while allowing employees to be more flexible in scheduling their activities. AWS is not an employee right, but rather a benefit that may help both the organization and the employee. Mission requirements are the primary consideration.

Core Hours are those periods of time during the day an employee must be at work (or in an approved leave or other approved status).

- HQ USAFE and Numbered AF organizational core hours are 0800-1600.
- 86 AW and Tenant organizational core hours are 0900-1500.

RAMSTEIN-APPROVED FWS &/or CWS:

- HQ USAFE has two approved Alternative Work Schedule (AWS) at Ramstein: Flexible Work Schedule and Compressed Work Schedule.
- 86 AW and Tenant Units have one approved AWS: Flexible Work Schedule.

Flexible Work Schedule (FWS): A full-time employee is required to work 80 hours per bi-weekly pay period. The agency sets limits in which the employee fulfills this 80-hour requirement. There are core hours each day that the employee must work, but the starting, ending, or lunch period hours may be flexible. *Example*: If core hours are from 0900 to 1500, an employee may select a start time between 0600 and 0900 with the end time between 1500 and 1700.

USAFE is also approved for the use of Credit Hours, which can **only** be earned if an employee is participating in a **FWS**. Credit Hours can be earned in 15 minute increments. By law, the accumulation of credit hours is limited to a maximum of 24 hours between pay periods, with hours earned in excess of this amount are lost. *(For more information on Credit Hours, see Fact Sheet titled, "Overtime, Compensatory Time, & Credit Hours")*

Compressed Work Schedule (CWS): CWS is a fixed work schedule in which the biweekly basic work requirement is scheduled for less than 10 workdays. Employees may work a four-day workweek or a 5/4/9 compressed schedule.

- Four-day workweek: employees must work 10 hours a day, 40 hours a week, and 80 hours total in a biweekly pay period.
- 5/4/9 compressed plan: employees must work eight 9-hour days plus one 8-hour day for a total of 80 hours in a biweekly pay period.

The 86 AW and Tenant organizations are **not** approved for Compressed Work Schedules, and credit hours should **not** be used to establish a recurring day off, thereby creating a compressed schedule.

WHY USE IT?

An AWS may be useful to your organization for a variety of reasons. It may be the answer to a unique scheduling problem, a morale booster for your employees, or a way to increase the number of hours your organization can provide service to its customers.

WHAT ARE THE ADVANTAGES OF AWS?

- AWS can reduce employee leave usage by allowing them to schedule their personal appointments on their scheduled time off. This extra "time off" can also reduce the amount of annual leave used, *i.e., use of earned credit hours.*

- AWS can be seen as a morale booster - giving employees more flexibility in arranging their work hours. AWS may relieve the pressure or family demands or simply allow employees more free time for other activities.

- AWS can increase the number of hours your organization is available to your customers. By increasing the number of hours your employees are available each day, office hours can be extended.

WHAT ARE THE DISADVANTAGES?

AWS may seem a perfect arrangement for your organization and mission needs. However, there are also some aspects, which may be detrimental, such as the perception of decreased customer service if customers expect your employees to be available during "normal" duty hours and days, especially if your employees each have unique responsibilities not suited to being handled on a back-up basis.

HOW DO I GET APPROVAL TO ESTABLISH AN AWS FOR MY EMPLOYEES?

Contact your Employee Management Relations (EMR) Specialist at DSN 478-7143 or 478-6714 for the rules and requirements for establishing an AWS in your organization prior to implementation.