

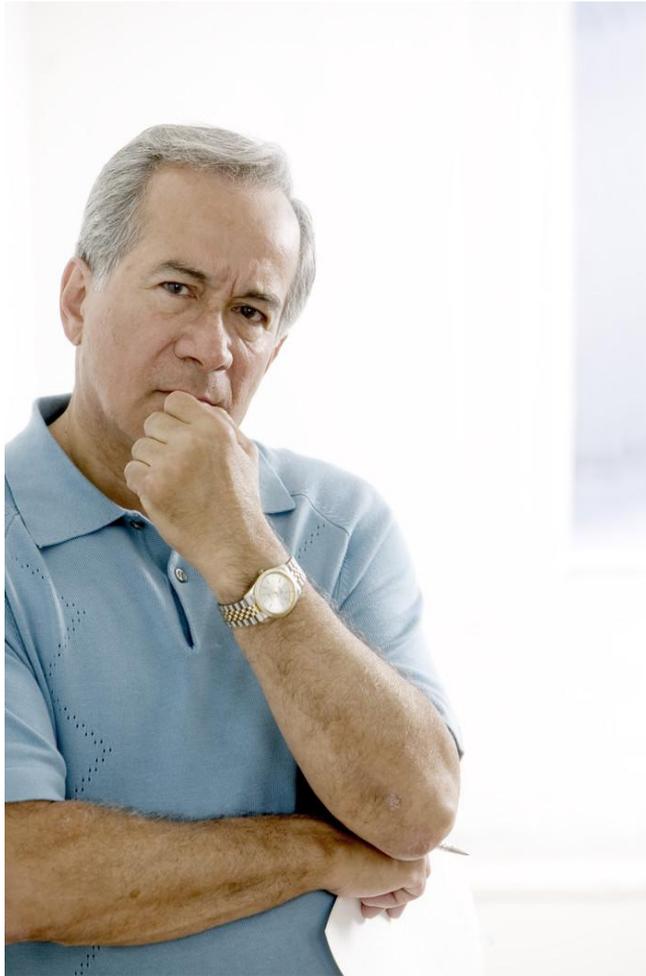


VARIABLE WEEK AND MAXIFLEX WORK SCHEDULES

Informational Briefing

November 2010

Agenda



- General Requirements for the Two New Work Schedule Options
- Variable Week
- Maxiflex
- Process for Requesting Tour Changes

FLEXIBLE WORK SCHEDULES (FWS): GENERAL REQUIREMENTS

- All work schedules need to be pre-established in advance of the start of a pay period (i.e., specific hours/days to be worked)
- A Headquarters Flexible Work Schedule Agreement (for Variable Week and Maxiflex) is used to document the work schedule
- **Core hours and days:** those hours/days when all employees on a FWS are required to be present for work or otherwise be accounted for by leave or other approved absence
 - Headquarters Core Hours: From 9:00 a.m. to 3:00 p.m.
 - Core Day(s) designated by the supervisor
- **Flexible Time Bands:** Time period during which employees may select their arrival and departure time and the time period credit hours may be earned

FLEXIBLE WORK SCHEDULES (FWS): GENERAL REQUIREMENTS (Con't)

- Arrival times from 6:00 a.m. to 9:00 a.m., Monday through Friday
- Departure times from 3:00 p.m. to 6:00 p.m., Monday through Friday
- Earning of credit hours: Between 6:00 a.m. to 9:00 a.m. and 3:00 p.m. to 7:00 p.m., Monday through Friday **AND** 6:00 a.m. to 7:00 p.m. on Saturday and Sunday
- **Glide time:** the actual arrival time may be varied 30 minutes before or after an employee's established arrival time, as long as:
 - the arrival occurs no earlier than 6:00 a.m. and no later than 9:00 a.m.; and
 - the departure time is adjusted an equivalent amount of time that same workday and does not extend beyond 6:00 p.m.
- **Flexilunch (available for Variable Week or Maxiflex only):** where an employee may extend his/her lunch period an additional 1 ½ hours on *any given workday*, but must adjust the arrival and/or departure an equivalent amount of time that day as long as the work is performed between 6:00 a.m. and 6:00 p.m.

FLEXIBLE WORK SCHEDULES (FWS): GENERAL REQUIREMENTS(Con't)

- **Credit Hours:** hours which an employee *voluntarily elects* to work in excess of his/her basic work requirement to vary the length of a workday or workweek

-Appropriate work must be available and must be *requested* by the employee and *approved* in advance by the supervisor. May be approved verbally or in writing on either a daily, weekly, biweekly or projected basis (there is no mechanism in WebTADS to request the earning of credit hours)

-No limit on the number of credit hours that an employee may earn in any pay period; supervisors may establish a limitation

-Can accumulate more than 24 hours during a particular pay period but cannot carry over more than 24 hours from one pay period to another (carryover for PT employee is not to exceed one-quarter of their biweekly work hours)

-No limitation on the use of earned credit hours in a pay period, but use must be requested and approved in advance

FLEXIBLE WORK SCHEDULES (FWS): GENERAL REQUIREMENTS (Con't)

-Credit hours in excess of the allowable carryover at the end of the pay period are automatically forfeited

-Excess of the allowable carryover does not automatically mean that the use of credit hours will be approved – organizational needs are paramount

- **Modifications (Variable Week and Maxiflex only):** permissible to adjust hours due to workload demands, unanticipated meetings, or personal emergency *if approved or directed by the supervisor* - document changes on the Agreement

-Modifications may not be possible because the original schedule may have been approved based on other staff members' schedules and/or organizational needs. In these cases, overtime/compensatory time or credit hours would be charged for the extra time worked, or leave or other earned time charged for the unexpected absence.

FLEXIBLE WORK SCHEDULE (FWS): GENERAL REQUIREMENTS (Con't)

-Holidays: Entitled to 8 hours of basic pay (PT entitled to hours scheduled, NTE 8 hours). If a holiday falls:

--on an established workday of more than 8 hours, a deviation must be made to the work schedule so that no more than 8 hours are recorded on the designated holiday with the extra hours made up on another workday within the same pay period to meet the 80-hour requirement. Or, you may record 8 hours on the holiday and record earned leave/time or LWOP for the hour(s) scheduled to work over 8 hours on the holiday

--on an established workday of less than 8 hours, a deviation must be made to the work schedule so that 8 hours are recorded on the designated holiday and an adjustment of hours made on another workday within the same pay period to meet the 80-hour requirement.

FLEXIBLE WORK SCHEDULE (FWS): GENERAL REQUIREMENTS (Con't)

--*on a day scheduled to be off*, a deviation must be made to the work schedule so that 8 hours are recorded on the designated holiday and the preceding workday becomes the non-workday (except in the event the holiday occurs on a Monday, in which the non-workday becomes the following workday). In addition, an adjustment of hours may be needed on another workday within the same pay period to meet the 80-hour requirement

-Deviations are only to be made to accommodate for a holiday in a pay period and shall be documented in the comment section of the employees' timesheet in WebTADS

- **Building closures:** Excused absence will be granted for the number of hours scheduled to work that day. If it's your non-workday, you will not receive excused absence – there is no “in lieu of” day for building closures

VARIABLE WEEK

- 80 hours biweekly; contains core hours on *each workday*, Monday through Friday
- Minimum number of regularly scheduled hours per week: not less than 30 (PT-16)
- Maximum number of regularly scheduled hours per week: not more than 50 (PT-32)
- Regularly scheduled workday shall be no more than 10 hours, nor less than 6 hours (PT there is no minimum daily work hour requirement)
- At least a 30-minute lunch period is included in each scheduled day, if scheduled to work 8 or more hours
- Select arrival time between 6:00 a.m. and 9:00 a.m. And departure time between 3:00 p.m. and 6:00 p.m.

VARIABLE WEEK (Con't)

- Schedules are pre-established and approved on the HQ Flexible Work Schedule Agreement before the beginning of a pay period
- Employee is either present during scheduled hours, days and during the core hours or otherwise accounted for by leave or other approved absence
- Absences/leave is charged based on an employee's established schedule on the day of the absence/leave
- A modification to an employee's biweekly work schedule may be permissible due to an unanticipated work demand or if an emergency arises if approved by the supervisor
- Eligible for glide time, flexilunch, and credit hours; ineligible for non-workdays
- WebTADS: Will not depict the pre-established schedule; will only show an error if less than 80 hours of regularly scheduled work is not entered

MAXIFLEX

- 80 hours biweekly; contains core hours on *fewer than* 10 workdays (PT is less than 80 hours)
- Minimum number of regularly scheduled hours per week: not less than 30 (PT-16)
- Maximum number of regularly scheduled hours per week: not more than 50 (PT-32)
- Regularly scheduled workday shall be no more than 10 hours, nor less than 6 hours (PT there is no minimum daily work hour requirement)
- Must be in a duty status during core hours for a minimum of 4 days a week (allows 2 non-workdays a pay period)
- At least a 30-minute lunch period is included in each scheduled day, if scheduled to work 8 or more hours
- Select arrival time between 6:00 a.m. and 9:00 a.m. and departure time between 3:00 p.m. and 6:00 p.m.

MAXIFLEX (Con't)

- Schedules are pre-established and approved on the HQ Flexible Work Schedule Agreement before the beginning of a pay period
- Employee is either present during scheduled hours, days and during the core hours or otherwise accounted for by leave or other approved absence
- Absences/leave will be charged based on an employee's established schedule on the day of the absence/leave
- A modification to an employee's biweekly work schedule may be permissible due to an unanticipated work demand or if an emergency arises if approved by the supervisor
- Eligible for glide time, flexilunch, non-workdays and credit hours
- WebTADS: Will not depict the pre-established schedule; will only show an error if less than 80 hours of regularly scheduled work is not entered

PROCESS FOR REQUESTING TOUR CHANGES

- Changes to tours require a Headquarters Work Schedule (Tour) Change Request at least 15 days prior to the proposed effective date – supervisors may establish a different timeframe
 - If for Variable Week or Maxiflex a Headquarters Flexible Work Schedule Agreement is required along with the tour change request
- Once approved enter the schedule into WebTADS -- the tour/work schedule is intended to be permanent and should not be changed for at least 2 pay periods – supervisors may establish a different timeframe
- Approvals/disapprovals are documented on the above form(s) and retained by the supervisor or the organization's WebTADS Point of Contact
- Approved work schedule changes must be recorded in WebTADS no later than the end of the first week of the pay period in which it is in effect

REFERENCES

- HQPR 3600.1 located at http://nodis3.gsfc.nasa.gov/hq_Lib/hq_Doclist.cfm
- Reference material located on HQ Human Resources Management Division Website: http://www.hq.nasa.gov/office/hqhr/work_schedules.html. Click on the Work Schedule Tab.
 - Comparison Chart of Available HQ Work Schedules
 - Sample Work Schedules for Variable Week and Maxiflex
 - Examples for Recording Holidays
 - Frequently Asked Questions
- Questions: Angie McDonald: angela.mcdonald-1@nasa.gov or 358-0485
Alisa Lambright: alisa.lambright-1@nasa.gov or 358-1579
Brenda Spicer: brenda.l.spicer@nasa.gov or 358-1561