

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Little Rock, Arkansas 72201

AR Notice PM-488

For: All State Office FSA Employees

Pilot Flexiplace Program for State Office Employees

Approved by: State Executive Director



1 Overview

A Background

National Notice PM-2379, "Pilot FSA Flexiplace Program for State Office Employees" provides a flexible workplace program for State Office Employees only. Negotiations between AFGE Local 108 and FSA have concluded.

B Purpose

The purpose of this notice is to reissue PM-2379 and provide the Memorandum of Understanding agreed upon by both parties. The National notice policy will apply except where the Memorandum of Understanding addresses specific issues which will supersede the National notice.

2 Action

Employees should familiarize themselves with this policy.

3 Contact

Questions should be addressed to the Administrative Division.

Disposal Date	Distribution
Indefinitely	All Arkansas State Office employees

**Memorandum of Understanding
Between AFGE Local 108
And
USDA, Farm Service Agency**

Flexiplace – is a family-friendly program that permits work to be performed at nontraditional Alternate Worksites (AWS), such as an employee's home or in any USDA Service Center where Farm Service Agency has available space.

The implementation of flexiplace for State office employees will be limited to the location as defined.

All STO employees are Eligible to participate except for:

- SED
- Administrative Officer
- Federal employees located in Field Offices
- County Office employees

Employee Qualifications:

To be considered for Flexiplace, an employee shall:

- Have a performance rating of at least “passing” or equivalent for the past 2 years
- Demonstrate motivation, independence, and dependability in accomplishing work assignments
- Have good time management skills
- Be engaged in work that can be performed successfully offsite

Supervisor Responsibility:

Supervisors are responsible for and action:

- Approving or denying all Flexiplace requests as submitted on an FSA-10
- ensuring office staff and coverage is not adversely affected
- assigning work that is justifiable and measurable
- working with the requesting employee and the AWS to determine if adequate workspace is available
- meeting with the employee and documenting any disapproval of flexiplace preference, if any, of an alternate worksite is at the sole discretion of the employees supervisor

Supervisors may cancel an employee's flexiplace at any time if:

- there is not sufficient assignable work
- office coverage at the employees official duty station is adversely affected
- employees work is not being performed to standards of the position

Employees Responsibilities:

An employee requesting to work at an AWS must:

- have prior supervisor approval to work at an AWS
- adhere to the same work schedule as the AWS or take leave for any time not worked
- report to the AWS at their normal schedule start time unless an alternate work schedule is requested and approved in advance by the supervisor
- work to their normal ending time
- notify all employees of their AWS location and date that they will be at that location to maintain productivity and customer service
- ensure their quality of work and the quantity of work performed by employees at the AWS is not adversely affected by their presence
- complete an FSA-10

Mileage

Mileage is not approved for traveling to or from the AWS

Overtime and Credit Hours

Overtime and Credit Hours:

- are not approved for traveling to or returning from the AWS
- may not be earned while working at the AWS

Pay and Leave

Rules on pay and leave administration apply to Flexiplace employees

FSA-10 (FSA State Office Flexiplace Work Agreement)

FSA-10 is a written agreement that:

- outlines details of the Flexiplace program
- certifies that the employee has read and understands the elements of the program
- must be signed by the employee and approved by the supervisor before the employee begins working at an AWS

Length of FSA-10

The FSA-10 may cover a period up to 6 months. A new FSA-10 must be signed and approved to extend past 6 months.

Changing the FSA-10

Employees must submit a new FSA 10 any time there is a change to their AWS or work schedule.

Offsite Workdays

The employee, in consultation with the supervisor, shall determine the number of days per pay period the employee may work at the AWS not to exceed 2 per pay period.

Measurement of Work

The employee, in consultation with the supervisor, shall determine the best method of measuring work performed at the AWS.

Implementation Date

The effective date for implementation will be October 1, 2004