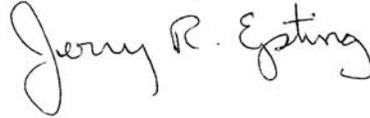


For: State and County Offices

Work Schedule Quick Reference Tool for FSA Field Offices

Approved by: Acting Deputy Administrator, Management



1 Work Schedule Quick Reference Tool

A Background

Implementing webTA raised many questions about work schedules and credit time. HRD has developed a Work Schedule Quick Reference Tool to help supervisors with the most frequently asked questions.

The Work Schedule Quick Reference Tool is based on rules and regulations outlined in 17-PM, Part 2. 17-PM remains FSA’s official reference for regulations and guidance. However, the Work Schedule Quick Reference Tool acts as a short reference, providing the definition and guidelines for each work schedule available to State and County Office employees.

Note: Employees covered by a collective bargaining unit should follow guidance outlined in their negotiated agreement related to work schedules.

B Purpose

This notice:

- includes a copy of the Work Schedule Quick Reference Tool (Exhibit 1)
- advises supervisors that they may obtain a copy of the Work Schedule Quick Reference Tool on HRD’s web site at <http://www.fsa.usda.gov/FSA/hrdapp?area=home&subject=lead&topic=wos>.

C Contact

If there are questions about this notice or the Work Schedule Quick Reference Tool, State Office Administrators shall contact Susan Brown at either of the following:

- e-mail at susan.brown@wdc.usda.gov
- telephone at 202-401-0517.

Disposal Date	Distribution
August 1, 2011	State Offices; State Offices relay to County Offices

Work Schedule Quick Reference Tool for FSA Field Offices

	
Work Schedule Quick Reference Tool for FSA Field Offices	
Option	Explanation
Definitions	<p><u>Official Office Hours</u> – shall be 8:00 a.m. – 4:30 p.m., Monday through Friday during which FSA services shall be available to the public.</p> <p><u>Core Hours</u> – are the hours between 9:00 a.m. and 3:30 p.m. during which a full-time employee must be at work. Leave must be taken if the employee:</p> <ul style="list-style-type: none"> • Arrives to work after 9:00 a.m. • Leaves work before 3:30 p.m. – Exception is the last Friday of the pay week. <p><u>Established Work Schedule Band</u> – are the hours between 6:00 a.m. and 6:00 p.m. during which an employee must establish their work schedule.</p>
Standard (fixed)	<p>Full-time employees work an 8-hour workday, 5 days a week, Monday through Friday.</p> <ul style="list-style-type: none"> • Work hours will be fixed from 8:00 a.m. to 4:30 p.m. • Employees must establish, on FFAS-956 or other agency-approved work schedule, fixed daily arrival and departure times. • Leave must be taken for a late arrival or early departure from work. • Non-workday: ineligible. • Glide Time: ineligible. • Credit Hours: ineligible. • Flexilunch: ineligible. • Holiday Pay: maximum is 8 hours.
CWS 5/4/9 (fixed)	<p>Full-time employees work eight 9-hour workdays and one 8-hour workday per pay period.</p> <ul style="list-style-type: none"> • Arrival and departure times each workday are fixed, not flexible. Arrival and departure time is the same every workday, except for the 8-hour workday. • Employees must establish, on FFAS-956 or other agency-approved work schedule, fixed daily arrival and departure times. • Leave must be taken for a late arrival or early departure from work. • Non-workday: 1 non-workday each pay period. • Glide Time: ineligible. • Credit Hours: ineligible. • Flexilunch: ineligible. • Holiday Pay: equals scheduled work hours on holiday or “in-lieu-of holiday” (8 or 9 work hours).

Work Schedule Quick Reference Tool for FSA Field Offices (Continued)

	
Work Schedule Quick Reference Tool for FSA Field Offices	
Option	Explanation
CWS 4/10 (fixed)	<p>Full-time employees work eight 10-hour workdays per pay period.</p> <ul style="list-style-type: none"> • Arrival and departure times each workday are fixed, not flexible. Arrival and departure time is the same every workday. • Employees must establish, on FFAS-956, fixed daily arrival and departure times. • Leave must be taken for a late arrival or early departure from work. • Non-workday: 2 non-workdays each pay period. • Glide Time: ineligible. • Credit Hours: ineligible. • Flexilunch: ineligible. • Holiday Pay: equals 10 hours.
Maxiflex (flexible)	<p>Full-time employees must work an 80-hour pay period on 10 or fewer workdays per pay period, Monday through Friday.</p> <ul style="list-style-type: none"> • Full-time employees shall establish schedule of no less than 6 hours or more than 10 hours on a given workday, excluding credit hours – must cover core hours on all work days. • Full-time 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. <p>Note: Established schedule on last workday still covers core hours but because of glide the 80-hour requirement may be completed prior to the scheduled end of day and employee may depart early without charge to leave.</p> • Employees must establish on FFAS-956 or other agency-approved work schedule: <ul style="list-style-type: none"> • daily arrival and departure times • number of hours to be worked for each workday (must cover core hours). • Minute-to-minute time accounting • Non-workdays: allowed. • Glide Time: eligible <ul style="list-style-type: none"> • 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 6:00 a.m. and no later than 9:00 a.m., and provided departure time is adjusted an equivalent amount of time that same workday on a daily basis. • Credit hours may be earned in ¼ hour increments, with a maximum of 24 hours carryover per pay period. Credit hours: <ul style="list-style-type: none"> • must be requested and approved in advance of earning. • can only be earned on established scheduled workdays. (They cannot be earned on Saturday, Sunday, holidays or any other established non-workday.)

Work Schedule Quick Reference Tool for FSA Field Offices (Continued)

	
Work Schedule Quick Reference Tool for FSA Field Offices	
Option	Explanation
Maxiflex (Continued)	<ul style="list-style-type: none"> • Up to 2 hours per day. • Note: SED may approve up to 1 additional hour per day during periods of heavy workload or natural disasters. • Can only be earned (worked) during established work schedule band, no earlier than 6:00 a.m. and no later than 6:00 p.m. • Examples: Employee arrives at work at 5:30 a.m. Credit hours cannot be earned. Employee is traveling home from an all day meeting and arrives home at 7:00 p.m. Credit hours cannot be earned. • Flexilunch: allowed. • Holiday Pay: maximum is 8 hours. • Note: Schedules emulating a CWS 5/4/9 or 4/10 may be worked under maxiflex, but holiday pay is limited to 8 hours.