GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department on Disability Services

DEPARTMENT ON DISABILITY SERVICES	Policy Number: 13.5
Responsible Program or Office: Human Capital Administration	Number of Pages: 7
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Supersedes Policy Dated: n/a	
Cross References and Related Policies: MRDDA Hours of Operation Policy	
Subject: Alternative Work Schedules Policy	

1. PURPOSE

The purpose of the Department on Disability Services (DDS) policy on Alternate Work Schedules (AWS) is to allow managers and supervisors to maximize their work group productivity and achieve their program goals by providing work schedule options that reflect the work needs. The AWS also provides opportunities for employees to have more flexibility to balance work and family responsibilities, take advantage of educational opportunities, and become involved with community and volunteer activities, etc. Alternate Work Schedules provide opportunities to increase customer service, reduce overtime expenses, and improve employee morale.

2. APPLICABILITY

This policy applies to all Department on Disability Services employees.

3. AUTHORITY

The authority for this policy is established in the Department on Disability Services as set forth in D.C. Law 16-264, the "Department on Disability Services Establishment Act of 2006," effective March 14, 2007 (D.C. Official Code § 7-761.01 *et seq.*); and D.C. Law 2-137, the "Mentally Retarded Citizens Constitutional Rights and Dignity Act of 1978," effective March 3, 1979 (D.C. Official Code § 7-1301.01 *et seq.*); District of Columbia Comprehensive Personnel Act of 1978 (CMPA), effective March 3, 1979 (D.C. Law 2-139; D.C. Official Code §1-601.01 *et. seq.);* D.C. Department of Human Resources, Chapter 12, D.C. District Personnel Manual, Hours of Work, Legal Holidays, and Leave, D.C. Official Code § 612.01, D.C. Official Code § 1-612.01 (2006 Repl.); §§ 1208, 1209, 1210, and 1211 of Chapter 12.

4. DEFINITIONS

Alternative Work Schedule (AWS): means both flexible work schedules and compressed work schedules.

Compressed Work Schedule (CWS): in the case of a full-time employee, an eighty (80)-hour biweekly basic work requirement that is scheduled for less than ten (10) workdays and which may require the employee to work more than eight (8) hours in a day (See D.C. Official Code § 1-501 (b) (2006 Repl.)).

Core Hours: the time periods during the workday, workweek, or pay period during which an employee under a flexible work schedule is required to be present for work.

Credit hours: the hours within a flexible work schedule that an employee elects to work in excess of his or her basic work requirement so as to vary the length of a workweek or workday.

Flex Hours: the time period prior and post the core hours during which an employee under a flexible work schedule can schedule their arrival and departure times.

Flexible Work Schedule (FWS): a work schedule that has an eighty (80)-hour, ten day biweekly basic work requirement that includes the designated core hours and allows the employee to determine his or her own schedule of Flex Hours.

5. POLICY

The Department on Disability Services (DDS) shall establish alternative work schedules, which shall provide for compressed work schedules, flexible work schedules, and telecommuting options. Such determinations shall be made based on operational needs, staffing requirements, service delivery requirements, and the coverage needs of the agency. The policy and procedures will allow employees to work outside of the traditional 8:15 am to 4:45 pm, Monday through Friday tour of duty.

6. RESPONSIBILITY

The responsibility for implementation of this policy is vested with the Director of the Department on Disability Services.

7. STANDARDS

The basic requirements for establishing an AWS shall be as follows:

A. The basic forty (40)-hour workweek may be scheduled on fewer than five (5) days.

B. The working hours in each day of the basic workweek are not required to be the same.

C. The basic non-overtime workday may exceed eight (8) hours without requiring overtime pay.

8. PROCEDURES

A. General Guidelines for Requesting Alternative Work Schedules

1. An employee who desires to apply for an AWS, must complete a DCSF No. 12-04 Form, Request for Alternative Work Schedule for approval. The form shall be signed by the employee, and approved by the employee's supervisor, Deputy Director, and the Agency Director or designee.

2. A copy of the approved DCSF No. 12-04 Form must be submitted by the supervisor to the timekeeper responsible for the employee's time and attendance record.

3. If an AWS is established and made available to DDS employees in one division of an administration, it must be offered on an equal basis to all employees within the division.

4. Due to the operations of different divisions and administrations, the Agency Director may determine that the work of certain subordinate components of the agency is not conducive to an AWS and may restrict the ability to work AWS to certain components of the agency. The decision of the Agency Director to limit the subordinate components within the agency to AWS is final and cannot be appealed.

5. AWS may be implemented on a trial basis of 90-120 days when there is a question of the appropriateness of the AWS for the work unit. The Agency Director is responsible for making the determination of whether a particular work unit shall be given AWS on a trial basis. Upon completion of the trial period, the Agency Director will determine if the AWS will be extended indefinitely or terminated.

6. Working an AWS is voluntary and optional. Employees will not be required to work an AWS.

7. Overtime <u>shall not</u> apply to the hours of work that constitute a compressed work schedule or flexible work schedule for an employee.

8. Employees and supervisors must observe all pertinent time and attendance, leave, and pay regulations when an AWS is established. Overtime and compensatory time, or exempt time off, are to be approved in advance using existing procedures. Leave usage will be charged based on the approved AWS.

9. For employees covered by a CBA, any provisions on AWS contained in a collective bargaining agreement (CBA) take precedence over the DDS AWS policy, provisions of the D.C. Personnel Regulations, and DPM, to the extent that there is a difference, and in accordance with applicable law and regulations.

10. An employee may not combine AWS options (for example: an employee may not participate in a flexible and compressed work schedule or a compressed work schedule cannot be combined with telecommuting). Various AWS options may be offered within a work unit if appropriate for the work unit and approved by the Agency Director. Please note that DDS has decided at this time not to implement a telecommuting policy.

B. Types of Alternative Work Schedules

I. Flexible Work Schedule (FWS)

The basic requirements for establishing a FWS shall be as follows:

1. The Deputy Director for each administration shall establish core times for each division under their authority, during which all employees are required to be present (except during authorized lunch periods);

2. Flexible time periods during which the employee has the option of selecting his or her starting and quitting time within established limits must be designated; however, such flexible time periods may not commence prior to 6:00 am or end after 6:00 pm.

3. Every non-supervisory employee, regardless of whether the employee is working an AWS or non-AWS schedule, is required to sign in and out on a daily basis reflecting the actual reporting and departing time. The supervisor is responsible for maintaining the sign-in and sign-out protocols and records for the work unit.

4. Supervisors are responsible for ensuring that each employee works or otherwise accounts for eight (8) hours per day, five (5) days per week;

5. An employee must request a FWS, in writing, using the DCSF No. 12-04 Form and approved by the immediate supervisor, manager, responsible Deputy Director, and the Agency Director or his/her designee.

[Note: A FWS schedule shall not be combined with a CWS or telecommuting work schedule.]

II. Compressed Work Schedule (CWS)

The basic requirements for establishing a CWS shall be as follows:

1. The DDS compressed work schedule is an eighty (80) hour biweekly basic work requirement that is scheduled within nine (9) work days, and shall include scheduled or unscheduled leave. The compressed work schedule shall not include overtime hours.

2. The tour of duty for each employee under a CWS program shall be defined by a fixed work schedule and may not exceed nine (9) hours for any workday.

3. The Deputy Director will determine the required staffing for each of the regular work days of the week.

4. An employee must request a CWS, in writing, using the DCSF No. 12-04 Form and approved by the immediate supervisor, manager, responsible Deputy Director, and Agency Director or his/her designee.

5. DDS has adopted a "5/4-9 plan" for compressed work schedules. The 5/4-9 plan is a bi-weekly plan for accruing the eighty (80) hours of scheduled work. The plan consists of four (4) nine-hour days and one (1) eight-hour day in the first week followed by four (4) nine-hour days and one (1) day off in the second week.

6. The schedule of eight, nine and off days must be established for each employee participating in the CWS. An employee may not change the scheduled days for the eight, nine, or off time. Fluctuations in the work times of the days scheduled for eight, nine or off time is not allowed. (For example, if an employee works 8:30 am to 6:00 pm on the nine hour days, then the employee is not permitted to change the reporting or departing times of the nine hour work days to accommodate his or her schedule, unless the employee is requesting to permanently change his or her CWS schedule, and must in such a situation, make a new request through the DCSF No. 12-04 Form).

7. The tour of duty for compressed hours must conclude by 6:00 pm.

8. It is not possible for all employees participating in the CWS to have the same schedule due to the work demands and the operational needs of the agency.

9. An employee's request for the CWS schedule will be first determined by the needs of the work unit and particular work assignments of the employees, secondly by the submission date of the CWS request, and if the first two considerations are equal, then by the seniority of the employees requesting the schedule.

10. When first implementing an AWS for any division or work unit, the Agency Director will announce the availability of the AWS and provide a defined time period for submitting requests. After the initial implementation, additional requests will be considered on a rolling basis.

11. Leave deductions are taken on an hour-for-hour basis for absences on regularly scheduled work days based on the established CWS.

12. Once the compressed work schedule for each employee is established, the employee may not change the CWS without prior written approval from the Agency Director or designee.

13. An employee may not combine a CWS with a FWS or Telecommuting work schedule.

14. Supervisors are responsible for ensuring that each employee works or otherwise accounts for 80 hours of work on bi-weekly basis, per pay period.

C. Approval of Alternative Work Schedules

In reviewing requests for AWS (CWS or FWS), supervisors need to consider the following:

1. The operational needs of the agency;

2. The customer service needs of the agency;

3. Whether there are restrictions on when and where work must be performed;

4. Whether the employee works with a team that would require a matching schedule of all team members;

5. Whether there is adequate coverage for functions handled by the employee in his/her absence without undue burden to the other employees in the organizational component;

6. Whether AWS requests are being handled equitably and fairly; and

7. Whether management can continue to effectively monitor employee work that occurs outside the supervisor's regular schedule.

D. Determining "In Lieu of" Holidays under Alternative Work Schedules

1. If a holiday falls on a non-workday of an employee on a CWS except for holidays falling on a Sunday non-workday, the employee's preceding workday is the designated *"in lieu of"* holiday. If a holiday falls on a Sunday non-workday of an employee on a CWS, the employee's subsequent workday is the designated *"in lieu of"* holiday.

2. The Agency Director may prescribe a different *"in lieu of"* holiday for full-time employees on a CWS when it is deemed that a different *"in lieu of"* holiday is necessary to prevent an "adverse agency impact."

E. Termination of an AWS Schedule

1. An employee may submit a written request to the supervisor to terminate participation in an AWS and return to the standard work schedule at any time. Employees may not change or adjust the approved AWS to a different AWS without first completing another *DCSF No. 12-04* Form. Any change to an AWS must be approved in writing according the *DCSF Procedure No. 12-04* Form prior to the employee be permitted to work different work hours.

2. An employee's participation in an AWS may be rescinded by the Agency Director whenever it is determined that the needs of the agency require it, or for any other work-related reasons. If possible, the employee will be given up to two (2) weeks notice of the rescission of the AWS.

3. An employee working an AWS who receives an official performance rating of *"Unsatisfactory"* or *"Needs Improvement"* may be returned to his or her regular tour of duty if the supervisor determines that the employee's performance has been adversely impacted by the AWS.

4. Upon termination of AWS approval, the employee shall return to the tour of duty that existed prior to receiving approval for the AWS, unless the tour of duty has been changed by the employee's supervisor in accordance with applicable rules.

Judith E. Heumann, Director

5-26-08
Date

Attachments:
D.C. Standard Form (DCSF) No. 12-04, Request for Alternative Work Schedule (Issued 1/08)

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Department of Human Resources

REQUEST FOR ALTERNATIVE WORK SCHEDULE (AWS)

Employee (Print Name): _____ **Agency/Division:** _____

Position Title/Series/Grade: _____

Supervisor (Print Name): _____ **Office Location:** _____

I. Identify the type of *AWS* requested:

❒ *Flexible Work Schedule (FWS)* ❒ *Compressed Work Schedule (CWS)*

Proposed effective date for *AWS*: _____

II. The employee hereby requests the following *AWS*:

FIRST WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
START TIME:					
LUNCH (30 OR 60)	❒30 ❒60	❒30 ❒60	❒30 ❒60	❒30 ❒60	❒30 ❒60
END TIME:					
HOURS WORKED:					
TOTAL WORKED:					
SECOND WEEK	**MONDAY**	**TUESDAY**	**WEDNESDAY**	**THURSDAY**	**FRIDAY**
START TIME:					
LUNCH (30 OR 60)	❒30 ❒60	❒30 ❒60	❒30 ❒60	❒30 ❒60	❒30 ❒60
END TIME:					
HOURS WORKED:					
TOTAL WORKED:					

_____ _____
Employee Signature **Date**

(OVER)

III. This section is to be completed by Supervisor:

Recommendation:

☐ **Approve *AWS***

☐ **Disapprove *AWS* (If the recommendation is to disapprove, specify reason(s) below):**

_____

_____

_____

_____

_____

If approved, this *AWS* shall take effect on: _____.

_____ _____

Supervisor Signature **Date**

IV. This section is to be completed by Agency Head (or Designee):

☐ ***AWS* Approved**

☐ ***AWS* Disapproved**

_____ _____

Agency Head Signature **Date**