

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
COLORADO STATE OFFICE
2850 YOUNGFIELD STREET
LAKEWOOD, COLORADO 80215
October 15, 2003

In Reply Refer To:
1400-610(CO-953)P

EMS Transmission 10/15/2003
Instruction Memorandum No. CO-2004-007
Expires: 09/30/04

To: All Employees

From: State Director

Subject: Alternative Work Schedules and Hours

It is the Bureau's policy to utilize various types of work schedules permitted by regulation for the purpose of improving workforce efficiency, increasing productivity and service to the public, reducing costs, and providing the maximum flexibility for meeting employee needs. This instruction memorandum (IM) and its attachment are prepared to provide general guidelines, instructions, and information for supervisors, managers, and employees to follow in administering and operating under an alternative work schedule (AWS). For the bargaining unit members of AFGE Local 3939, further guidance on AWS is included in the union contract.

Program Requirement

If at any time organizational effectiveness, productivity, efficiency, or individual performance is negatively impacted, AWS arrangements may be restricted or terminated as necessary. While the program is designed to enhance employee work life, it is subject first to the needs of the organization. The mission requirements and organizational goals and objectives of the BLM must be met under AWS. Detailed information regarding the program is found in the attachment to this memorandum.

Tours of Duty

In the Colorado State Office, an employee's tour of duty will normally not begin before 6:00 a.m. nor extend beyond 6:00 p.m. Employees are required to work or to account for hours by charging leave, credit hours, excused absence, holiday hours, compensatory time off, or time off as an award.

To assure all necessary Bureau business has adequate coverage, the scheduled basic work requirement for the Bureau of Land Management (BLM), Colorado is Monday through Saturday, 5:00 a.m. to 10:00 p.m. If extraordinary circumstances warrant, Field Management Officers or Deputy State Directors may request a deviation from the scheduled basic work requirement from the State Director or his designee.

For further information on AWS, hours of duty, and leave issues, please contact Ricki Stephenson, Human Resource Management Specialist (ER), in the Branch of Human Resources, CO-953, at (303) 239-3938.

Signed by
Ron Wenker
State Director

Authenticated by
Don Snow
EMS Operator

1 Attachment

1 - Guidelines for the Alternative Work Schedule Program (6 pp)

GUIDELINES FOR THE ALTERNATIVE WORK SCHEDULE PROGRAM

Definitions and General Information

The Handbook on Alternate Work Schedules (AWS) found at <http://www.opm.gov/oca/aws> offers general information regarding the AWS program. This Handbook provides definitions of all terminology as well as complete information regarding the types of work schedules available under the program.

Tours of Duty

- Tours of duty that include Saturdays and time before 6:00 a.m. and after 6:00 p.m. is reserved for the completion of special projects or specific assignments that cannot be completed within the 6:00 a.m. to 6:00 p.m. period. This may include such activities as care and feeding of animals or work with customers that cannot be accomplished during the normal business day.
- Supervisors may direct a change in an employee's regular AWS day off or a variation in the employee's start and end times to accommodate completion of special projects/specific assignments or to ensure adequate office coverage during peak periods of leave. When a change is necessary, the supervisor will make every possible effort to give the employee advanced notice.

Established Core Hours

- For BLM Colorado, core hours are established as Monday through Friday, 9:30 a.m. - 11:00 a.m. and 1:00 p.m. to 2:30 p.m., three days per workweek.
- Core hours are the time periods during which an employee covered by a flexible work schedule is required to be present for work.
- If an employee is not at work during the core hours, he or she must be on an approved leave.

Program Administration

- Supervisors and managers at all levels must approve work schedules in order to provide office coverage, typically from 7:45 a.m. to 4:15 p.m., eight hours a day, Monday through Friday. (This may vary depending on each office).
- Workload priorities and providing customer service are most important. Therefore, supervisors and managers must assure that staff is available to answer telephones, greet and assist customers, meet our commitments, and carry out our work without increased costs.

- If a manager has good cause to believe that an employee is abusing the program, the manager may change the employee's schedule to one that will correct the abuse and meet the Bureau's needs.
- In cases where an organization's employees are all wanting to work the same hours, managers will work out a method to meet the needs of the organization, assuring employee needs are equitably met whenever possible.
- Participation in the AWS requires supervisory approval and is not an absolute right of an employee.
- Employees approved by their supervisor to work under an AWS, must complete and submit to their supervisor, Form 1400-72, "Basic Work-Week Change Request."
- BLM Colorado requires that all individuals participating in Flextime note an anticipated schedule on the Form 1400-72 for leave administration and scheduling of work.
- Supervisors must send the completed form to Human Resources for input into the Federal Personal and Payroll System (FPPS) for the schedule to become effective. If this form has not been completed and submitted to Personnel to effect the change, a traditional 8-hour workday will be assumed.
- The Form 1400-72 form will be filed on the left-hand side of the employee's Official Personnel Folder (OPF).

Credit Hours

- Earning credit hours must be pre-approved by the employee's supervisor.
- Credit hours may only be earned when there is a legitimate business reason.
- Earning credit hours is voluntary and is only available to employees on a flexible schedule.
- Credit hours may not be earned while an employee is working a compressed or traditional schedule.
- Credit hours will not accrue until after the biweekly work requirement is met.
- Regular and/or credit hours worked in any one day cannot exceed 12 hours.
- A maximum of 24 credit hours may be earned by a full time employee. Part time employees maximum credit hour earnings are prorated. Anything in excess of the maximum credit is forfeited.

- Credit hours cannot be worked outside the hours of 5:00 a.m. to 10:00 p.m. or on holidays.
- Sunday is not a part of the normal regularly scheduled basic work requirement; therefore, employees may not voluntarily elect to work or earn credit hours on a Sunday. This does not preclude supervisors from authorizing overtime, compensatory time, or differential pay on Sundays, if the need arises.
- Supervisory approval must be obtained prior for using earned credit hours.
- Management will not adjust an employee's AWS for the purpose of avoiding overtime or other premium or extra compensation, and will not ask employees to earn or use credit hours to avoid paying overtime.
- Compensatory time off is distinguished from credit hours in that compensatory time off derives from entitlement to pay for overtime work. Entitlement to compensation in the form of credit hours derives from work performed at the option of the employee in excess of the employee's basic work requirement.

Annual and Sick Leave

- Use of annual and sick leave, and/or leave without pay (LWOP) must be requested by the employee and approved by his or her supervisor in advance.
- Emergency sick leave, should be requested as soon as possible on the scheduled workday (or anticipated schedule as noted on the employee's (Form 1400-72), in accordance with office procedures.
- Flexible schedule employees who need to adjust their anticipated schedule because of sick leave should either request leave or advise their supervisor that they intend to make up the missed hours during the 6:00 a.m. to 6:00 p.m., Monday through Friday operating hours.
- Employees on a flexible and compressed schedule will be charged leave based on the number of hours which the employee was scheduled to work that day as noted on their most recent Form 1400-72, "Basic Work-Week Change Request".
- The maximum amount of sick leave, annual leave, and/or LWOP to be used by an employee working on a traditional work schedule will be eight hours.

Lunch and Breaks

- Every employee is required to take a 30-minute lunch period each day if working more than six hours.
- Two 15-minute breaks a day are also allowed. Breaks are paid official government time.

- For individuals working under a flexible schedule, time used beyond the fifteen minute break period will be adjusted within the flexible schedule or accounted for by approved leave.
- Time beyond the fifteen minute break is not authorized during core hours.
- Breaks cannot be substituted for work hours or added to extend the lunch period.
- For flexible schedule employees a longer lunch period may be accommodated by an equivalent time worked at another time during the pay period or with approved leave. Leave must be pre-approved if the lunch period extends into core time.
- Employees on a flexible schedule are not required to seek approval for an extended lunch as long as it does not involve core hours. As a courtesy to supervisors and co-workers, flexible schedule employees who anticipate an extended lunch period should advise their supervisor they will be gone for an extended period.
- Individuals not working a flexible schedule must have approval for leave to expand their lunch period.

Premium Pay

- The general guidance regarding, overtime, compensatory time, Holiday pay (when work is or is not performed), Sunday and night differential, and travel are found within the Handbook on Alternative Work Schedules at <http://www.opm.gov/oca/aws> .

Travel and Training

- While on travel for training, BLM Colorado employees are expected to adopt the hours of the training. In most cases, this is eight hours a day. While on travel for other official reasons, employees are expected to adopt the hours of the activity that the employee is visiting.
- Every effort must be made to schedule travel during the employee's normal duty hours.
- An employee may not earn credit hours for travel.
- More specific information regarding hours of work for travel can be obtained at <http://www.opm.gov/oca/worksch>.

Tardiness

- There are no daily and weekly arrival or departure requirements other than on those days designated for core hours for individuals working a flexible schedule.

- Employees working on a flexible schedule are not tardy until after 9:30 a.m. on designated core hour days.
- Flexible schedule employees who plan to deviate from the anticipated schedule identified on their Form 1400-72, "Basic Work-Week Change Request", should inform their immediate supervisor of their "planned" schedule by the beginning of each pay period to allow for work planning and coverage within the unit.
- Individuals who work a fixed schedule are expected to arrive and depart at the times established in their fixed schedule or be on approved leave.

Accountability for T&A Reports

- Supervisors are accountable for the accuracy of their employee's time and attendance (T&A) report.