

DLA WARNER ROBINS AND AFGE LOCAL987

LOCAL AGREEMENT

ARTICLE 20, HOURS OF DUTY

SECTION 3.D.: WORK SCHEDULES

Employees will be afforded two paid breaks and one unpaid lunch period. For those employees on fixed shifts, the breaks and lunch period will be at designated times. Lunch periods will be no more than 4-6 hours after the beginning of the employee's shift.

SECTION 4: ALTERNATE WORK SCHEDULES (AWS)

1. Employer agrees to offer and implement AWS in work areas where AWS is determined to be a benefit to the Employer, Employee, and mission. Agency agrees to inform employee and the union of the reason(s) why AWS may not be available for individuals and certain work areas. Two types of AWS are available.

A. Compressed Work Schedules (CWS): A fixed compressed schedule that allows an employee to vary the number of hours per day and/or the number of days per week that an employee may work within an established schedule. There are two types of CWS options that may be requested with supervisory approval. CWS are fixed schedules and employee must report for duty at the same time every day.

1. 4/10: Employees work four (4) ten (10) hour days and schedule one (1) day off each week. Two paid breaks and one unpaid lunch period.
2. 5/4/9: Employees work eight (8) nine (9) hour days and one (1) eight (8) hour day with one (1) scheduled day off in each two week pay period. Two paid breaks and one unpaid lunch period.

B. Flexible Work Schedules (FWS): Permits employees to adjust reporting, departing, and lunch period times within the workday. FWS time applies to positions not assigned to a standard tour of duty. Duty hours shall be between 0600 to 1800 hours. Employees shall be in a duty status during the core hours which are from 0900-1100 and 1230-1430, unless otherwise restricted to meet mission needs. Employer maintains right to exclude or limit FWS for individual positions based upon mission requirements. Upon exclusion from FWS, affected employee shall revert to standard tour of duty.

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1. Flexitour: Employee is allowed to select starting and stopping times within the flexible hours (0600-1800). Once selected, the hours and lunch periods are fixed until the agency provides an opportunity to select different starting and stopping times.
2. Gliding: Employee may start workday anytime between 0600-0900, take one-half hour to one and a half hour unpaid lunch period between 1100-1230, and end their workday between 1430 and 1830 without supervisory approval, provided that workday totals at least eight hours and includes the mandatory core hours.
3. Maxiflex: A type of flexible work schedule that contains core hours on fewer than 10 workdays in the biweekly pay period and in which a full-time employee has a basic work requirement of 80 hours for the biweekly pay period, but in which an employee may vary the number of hours worked on a given workday or the number of hours each week 0600-1800.

Credit hours are hours worked in excess of scheduled basic work requirements. Supervisor approval is required to accumulate and use credit hours. Credit hours are earned in 15 minute increments. A maximum of 24 credit hours may be accrued and carried forward. Credit hours are not normally paid out as cash and cannot normally be transferred to another agency. Credit hours should not be used to accrue leave and requests for credit hours should be mission related. Credit hours are not subject to premium pay.

2. Employee will give ten workdays written notice, subject to supervisor approval within five (5) workdays of receipt, to request or change FWS. Change request shall be approved before start of pay period and remain in effect for entire pay period. Service Computation Date (SCD)-Leave will be used as tie-breakers. If the SCD-Leave is the same, birth month and day, using Julian calendar will be used as tie breaker. Supervisors may temporarily require employees to report for work according to a standard tour of duty or to limit FWS when mission requires employee's presence. Employer determines if mission requirements are significant enough to warrant assignment to a standard tour of duty.

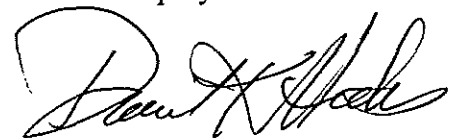
3. To the extent feasible, meetings, special activities, conferences and recurring events will be scheduled during core times. Employees on FWS may need to adjust hours to accommodate above activities which are not scheduled during core hours. Employees cannot combine CWS and FWS work schedules.

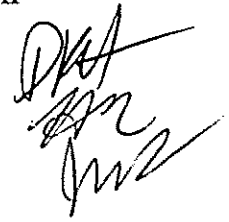
For the Union

  
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