

2 JUL 1981

OFFICE OF FINANCE NOTICE NO. 17-81

SUBJECT: Experimental Flexible and Compressed Work Schedules

STATINTL

REFERENCE: HN , dtd 6 November 1980

RECISSION: OFN 41-80

1. Modifications to the Agency's payroll system now permit full implementation of experimental flexible and compressed work schedules throughout the Agency. As required by reference and previous issuances, each component is charged with developing basic ground rules within which they will implement this program. This notice provides guidance for the implementation of this program within the Office of Finance. The previous Notice 41-80 is hereby rescinded.

2. Within the Office of Finance consistent with the needs of Finance components, employees may be provided the opportunity to opt for one of the two following alternatives to the normal work schedule, 8:30 to 5:00 five days a week:

Flexitour: This is a flexible schedule in which an employee selects an eight (8) hour workday in which the work starting and stopping time fall within the time span 6:00 a.m. to 6:00 p.m. of the same day. Once selected the employee adheres to this schedule and any deviations therefrom are chargeable to leave.

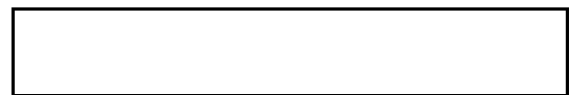
5/4/9: This is a compressed work schedule in which an employee chooses and works a fixed schedule of five days one week and four days the next week for a total of 80 hours in nine days per pay period.

3. Division and Staff Chiefs, in preparing requests for Flexitour and 5/4/9 Compressed scheduling will:

- Ensure adequate coverage to permit their unit's continued conduct of business, with no loss in efficiency, from 8:30 a.m. to 5:00 p.m. Monday thru Friday.
- Ensure that they and their deputies do not schedule recurrent non-duty for the same time/same days.
- Ensure that requested schedules are within the framework of the 80 hour pay period.
- Ensure that new requests are submitted for approval by 31 July 1981 for work tours other than the normal

work tour. All previously approved work schedules must be resubmitted by this date.

- Ensure that there is an adequate supervisory presence during all operating hours.
4. Division and Staff Chiefs desiring to participate in this experimental program will:
- a. Submit to the Director of Finance a consolidated proposed work schedule for their office providing sufficient detail to enable a review of the degree and extent of coverage within their sub-units.
 - b. Monitor the overall effectiveness of approved work schedule experiments.
5. The Director of Finance will:
- a. Advise and assist Division and Staff Chiefs in establishing and administering experimental work schedules.
 - b. Approve proposed work schedules.
 - c. Analyze assessment reports received from components in terms of effectiveness of work schedules.
6. In exceptional circumstances the Director of Finance may approve work schedules other than those cited in paragraph 2 above where Division and Staff Chiefs justify an exception is necessary and will better meet the needs and responsibilities of the Office of Finance.



Edward L. Sherman STATINTL