

ROUTING AND RECORD SHEET *DDA 79-2222*

SUBJECT: (Optional)
Experimental Flexible and Compressed Work Schedules

FROM: **Harry E. Fitzwater**
 Director of Personnel
 5-E 58

EXTENSION: NO
 Pers 79-3750/a

DATE: **29 June 1979**

TO: (Officer designation, room number, and building)

DATE RECEIVED FORWARDED

OFFICER'S INITIALS

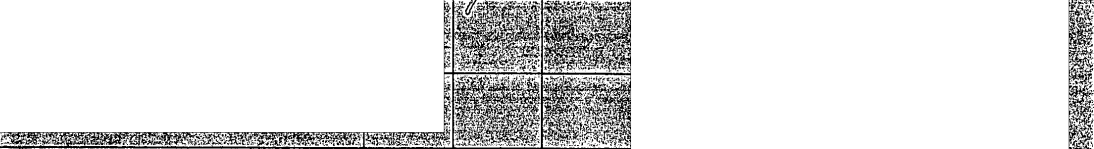
COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Executive Officer, DD/A *7/2* *[Signature]*

2. Associate DD/A

3. Deputy Director for Administration *7/5* *[Signature]*

You may recall that you wanted to have a briefing on this general subject. Perhaps after you have read the attached and before forwarding it we can arrange such a briefing. Please let us know.



4. [Redacted]

5. [Redacted]

6. [Redacted]

7. [Redacted]

8. [Redacted]

9. [Redacted]

10. [Redacted]

11. [Redacted]

12. [Redacted]

13. [Redacted]

14. [Redacted]

15. [Redacted]

5 JUL 1979

STAT

STAT

STAT

NEWS

Approved For Release 2008/06/02 : CIA-RDP83-00156R000600010016-4

1900 E Street, N.W.
Washington, D.C. 20415
News Unit/Room 5E107/Telephone 202-632-5491

FOR IMMEDIATE RELEASE
Tuesday, June 26, 1979

FOR INFORMATION
Tom Kell

FLEXIBLE HOURS URGED TO EASE RUSH-HOUR CRISIS

(Washington, D.C.) The Director of the Office of Personnel Management today urged Federal agencies in the Washington, D.C., area to adopt flexible working hours to ease rush-hour commuting problems.

In making the announcement, Alan K. Campbell noted that normal rush-hour problems have been made more severe by the gasoline shortage. Unprecedented numbers of people have turned to the subway and buses, and lines of motorists waiting for gasoline have caused traffic difficulties.

"As the major employer in the metropolitan area, the Federal Government must take a leadership role in initiating action to alleviate this situation," Campbell said.

One way to do this, he said, is for agencies to adopt alternative work schedules. This would permit employees to vary their starting and quitting times.

"Flexible and compressed alternative work schedules provide a mechanism for spreading out rush hours, thereby taking pressure off the public transportation system during peak traffic periods," Campbell said.

The National Capitol Region of the General Services Administration, which coordinates hours of work for agencies in the Washington, D.C., area, has agreed to expedite action on agency requests to convert to alternative work schedules or to further stagger hours of work.

#

Grps. MAD-1, OPA-3-12, 20B

new

d. Whenever alternative work schedules are determined to be feasible, employees are encouraged to participate on a voluntary basis. An employee may elect exclusion from a compressed work schedule experiment on grounds of personal hardship.

3. DEFINITIONS

a. Basic work requirement for a full-time employee is 40 hours in one administrative workweek, distributed according to the pertinent alternative work schedule. It is not necessarily eight hours per day, five days per week.

b. Flexible work schedules, or flexitime are any alternative work schedules within which employees may vary the time at which they report for duty and depart from work, within overall limits set by component management. An example of a flexible work schedule is attached (figure 1).

c. Core hours are those hours in a flexible schedule wherein employees must be present for work.

d. Credit hours are those hours in a flexible work schedule which exceed an employee's basic daily work requirement and which the employee elects to work on his or her own initiative and as a result of personal preference, so as to vary the length of a succeeding workday in the same workweek. These are not overtime hours.

e. Compressed schedules or compressed workweek are alternative work schedules in which employees fulfill a basic work requirement in less than five workdays. An example is the four-day workweek, consisting of four workdays of ten hours each day in a 40-hour workweek (see Figure 2).

4. RESPONSIBILITIES

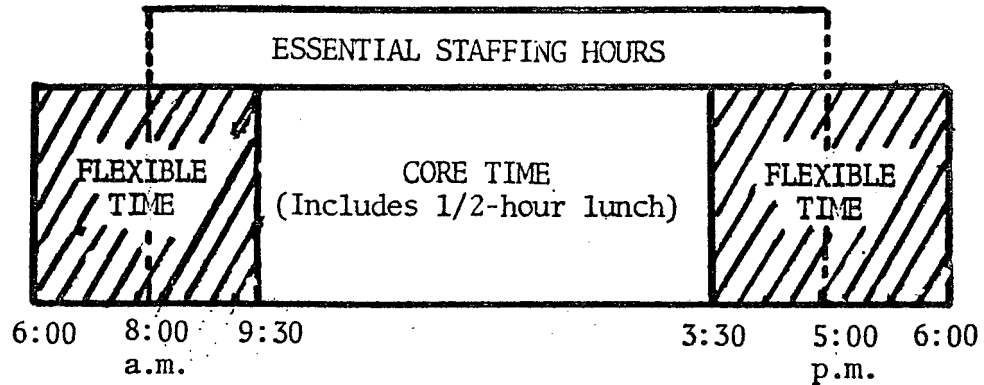
a. Operating Officials and Heads of Independent Offices will:

(1) Establish essential duty hours with minimum staffing requirements in experimenting components and develop schedules for providing such coverage.

(2) Propose alternative work schedules for their components on an experimental basis for the approval of the Deputy Director for Administration. Such schedules shall provide for 40 work hours per week. They will be forwarded through the Director of Personnel for his recommendations and through the Director of Finance to assure their compatibility with the automated payroll system. Proposals from Operating Officials will have the concurrence of the Deputy Director concerned.

new

FLEXIBLE WORK SCHEDULE



- 9-hour essential staffing band established within which employees may vary starting time but must work or account for the basic work requirement, e.g., eight hours per day, five days per week, and must insure minimum coverage level is maintained during essential staffing hours.