

SECTION 7 - COMPRESSED WORK SCHEDULES

7.1 Coverage:

These policies apply to eligible employees who have full-time appointments.

7.2 Eligible Employees:

Employees eligible to participate are:

- all bargaining unit employees in HUD Offices covered by the HUD/AFGE Agreement as defined in Appendix B of the Agreement;
- non-bargaining unit employees in HUD Offices covered by the HUD/AFGE Agreement; and
- managers and supervisors (5-419 Compressed Work Schedules only).

7.3 Definition:

- Compressed Work Schedule (CWS) - a work schedule that allows employees to complete the 80-hour biweekly pay period in less than the standard 10 workdays. The two HUD programs are the 5-4/9 CWS and the 4-10 CWS.
- 5-4/9 CWS - a type of compressed work schedule in which an employee meets the 80-hour work requirement by working four 9-hour days and one 8-hour day during one workweek plus four 9-hour days and a day off during the alternate week, in addition to the established lunch period for the Office.
- 4-10 CWS - a type of compressed work schedule in which an employee meets the 80-hour work requirement by working four 10-hour days and have a day off each week. The 4-10 CWS does not allow for flexible bands, variances, or credit hours.

7.4 Standard Workweek and Work Schedule:

The standard workweek for a compressed work schedule is Monday through Friday.

Employees working a 5-4/9 CWS or 4-10 CWS must account for 80 hours in each biweekly pay period.

7.5 The 5-4/9 CWS Workweek:

The 5-4/9 CWS is comprised of one 36-hour week, consisting of four 9-hour workdays plus a day off, AND one 44-hour week, consisting of four 9-hour days and one 8-hour day (in the opposite week), PLUS the established lunch period of the Office. The 5-4/9 CWS does not allow for flexible bands, variances, or credit hours.

The hours worked each day are consecutive, except for the intervening lunch period.

7.6 The 4-10 CWS Workweek:

The 4-10 CWS consists of four 10-hour workdays and one day off in each week of the bi-weekly pay period, plus the established lunch period of the Office. The 4-10 CWS does not allow for flexible bands, variances, or credit hours.

The hours worked each day are consecutive, except for the intervening lunch period.

Managers and supervisors are not eligible for the 4-10 CWS option.

7.7 Fixed Tours of Duty:

Employees on 5-4/9 CWS and 4-10 CWS have fixed tours of duty.

7.8 Flexible Bands and Variances:

There are no provisions for flexible bands or variances with compressed work schedules.

7.9 Arrival Times:

Arrival times for compressed work schedules are pre-selected and pre-approved.

- The 5-4/9 CWS tour of duty may begin no earlier than 7:00 a.m.; no later than 9:00 a.m. on the 9-hour days; and no later than 9:30 a.m. on the 8-hour day. All times are local time.
- The 4-10 CWS tour of duty may begin no earlier than 7:00 a.m. and no later than 9:00 a.m., local time.

7.10 Temporary Work Schedule Adjustment:

A **temporary** change of the day off **within the same week** may be made by mutual agreement between the supervisor and the employee, to meet management or employee needs.

7.11 Lunch Periods:

Lunch periods taken in excess of the established period of time may not be offset by work at the beginning or end of the day.

7.12 Credit Hours:

Employees working compressed work schedules are not eligible to earn credit hours.

7.13 In Lieu-of Holiday:

When a holiday falls on the day that is a scheduled day off for an employee on a 5-4/9 CWS or a 4-10 CWS, the in-lieu-of holiday shall be the workday immediately **before** the holiday.

7.14 Overtime:

There are no provisions for self-approved overtime. Employees must ensure that overtime is properly approved prior to working beyond their scheduled hours of work.

7.15 Employee Initiated Change in a Compressed Work Schedule - Quarterly

Employees have the option of changing their compressed work schedule as often as four times per year, but no more than once during any calendar quarter. The quarters are:

- January - March
- April - June
- July - September
- October - December.

7.16 Effective Date of a Change:

The effective date of a change in work schedule must be the first day of a pay period.

7.17 Types of Changes:

All changes involving compressed work schedules must be submitted in writing using Form HUD-25017, Work Schedule Request, at least 2 weeks prior to start of the pay period in which the new schedule is proposed to begin. A "change" includes:

- changing the scheduled day(s) off
- ending 4-10 CWS to begin 5-4/9 CWS
- ending Flexitour to begin a CWS