

SECTION 5 - FLEXITOUR

5.1 Coverage:

These policies apply to eligible employees who have full-time appointments and part-time employees who have 8-hour workdays.

5.2 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; and
- non-bargaining unit employees in HUD Offices covered by the HUD/AFGE Agreement, except managers and supervisors.

5.3 Definitions:

- Core Hours - the time period within the tour of duty, during which employees on a Flexitour schedule must be either present for work or on approved leave. The core hours are 9:30 a.m. to 3:30 p.m.
- Flexible Band - the time periods during which an eligible employee on a Flexitour work schedule may vary the time of arrival within one hour before or after the selected arrival time, and earn credit hours, in accordance with established policies and procedures. The morning flexible band is 7:00 a.m. to 9:30 a.m. and the evening flexible band is 3:30 p.m. to 6:30 p.m. The *flexible band provision allowing one to vary arrival within one hour before or after the selected arrival time **does not** apply to managers and supervisors.*
- Flexitour - a flexible alternative work schedule option which permits eligible employees to pre-select an arrival time between 7:00 a.m. and 9:30 a.m. and vary daily up to one hour prior to or after the pre-selected arrival time. *Managers and supervisors on a Flexitour work schedule may not vary arrival within one hour prior to or after the selected arrival time.*
- Flexitour for Managers and Supervisors - see Section 7 of this guide.
- Official Business Hours - the period each day when a HUD Office is officially open for business.
- Variance - a supervisor approved arrival time of more than one hour before or after the selected arrival time, within the flexible band. Variances do not apply to compressed work schedules or *Flexitour for managers and supervisors.*

5.4 Standard Workweek:

The standard workweek for Flexitour is Monday through Friday.

Full-time employees with a Flexitour schedule must account for 8 hours each day plus the established lunch period of the local office.

5.5 Official Business Hours:

The official business hours (the period during workdays when a HUD office is officially open for business) are established by management to conform with the general working hours of the local community.

These hours are not less than 8 1/2 hours each day.

5.6 Core Hours:

The core hours for the Flexitour work schedule are 9:30 a.m. to 3:30 p.m., which combine with the morning and evening work hours and the established lunch period to comprise the 8-1/2 hour workday. Employees must be either present for work or on approved leave during those hours.

5.7 Establishing Alternate Core Hours:

A local office may establish a different core hour period within the office's established business hours, provided that the core hour period is at least six hours in length and all other provisions of the program are met.

New core hours must be negotiated in accordance with the provisions of the HUD/AFGE Agreement.

5.8 Arrival Times:

- Employees who elect to work a Flexitour work schedule must select an arrival time between 7:00 a.m. and 9:30 a.m., using form HUD-25017, Work Schedule Request.
- Employees on approved Flexitour work schedules may vary daily up to one hour prior to or after the pre-selected arrival time. *Managers and supervisors on a Flexitour work schedule may not vary arrival within one hour prior to or after the selected arrival time.*

5.9 Work Schedule "Variance":

- The supervisor may approve occasional variances (an arrival time of more than one-hour before or after the pre-selected arrival time), within the flexible band.
- Approved variances must be documented on the Time and Attendance Record, HUD-25012, for the corresponding pay period. *Managers and supervisors are not eligible for a variance under these provisions (see Section 7).*

5.10 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. Such time must be charged to annual leave or leave without pay; or to compensatory time or credit hours if appropriate.

5.11 Credit Hours:

Employees on Flexitour are eligible to earn credit hours, within established limitations.

5.12 Flexitour for Part-time Employees:

Each part-time employee must work the tour of duty specified by management.

- Any arrangements for a Flexitour work schedule for a part-time employee must be worked out between the supervisor and the employee in writing.
- Such arrangements shall include specific core hours that are consistent with the needs of the office.
- Part-time employees shall observe all policies and procedures applicable to full-time employees when working an established 8-hour workday.