ALTERNATIVE WORK SCHEDULE PROGRAMS

SECTION 1 - OVERVIEW

1.1 Authority:

The Alternative Work Schedule Programs described herein are established in accordance with the provisions of the Office of Personnel Management's Handbook on Alternative Work Schedules, dated December 1996, and Supplements No. 1 and No. 4 of the negotiated Agreement between the Department of Housing and Urban Development and the American Federation of Government Employees (AFGE).

1.2 Types of Alternative Work Schedules (AWS):

The terms "flexible" and "compressed" refer to **types** of alternative work schedules. Within HUD, eligible employees, as defined in the respective AWS Program Section of this guide, may elect an alternative work schedule from two *flexible* work schedule options or two *compressed* work schedule options.

Flexible work schedule options:	Flexitour Credit Hours
Compressed Work Schedule options:	5-4/9 Compressed Work Schedule 4-10 Compressed Work Schedule

1.3 Coverage:

Details concerning coverage and eligibility are outlined in the respective section for AWS Program provisions.

1.4 Exclusions from AWS Provisions:

Excluded from the AWS Program policies are employees who otherwise are covered, but do not elect an alternative work schedule (in writing, using form HUD-25012, Work Schedule Request); or have been excluded in accordance with the provisions of the HUD/AFGE Agreement; or have been excluded by management under provisions of this guide.

The tour of duty for excluded employees is the same as the official business hours of the Office.

1.5 Other Alternative Work Schedule Policies:

These programs and the related policies and procedures supersede all previously issued guidance on flexible and compressed work schedules in the Department.