



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF YOUTH REHABILITATION SERVICES  
POLICY AND PROCEDURES MANUAL

<b>POLICY NUMBER:</b>	<b>DYRS-014</b>
<b>RESPONSIBLE OFFICES:</b>	<b>Agency-wide</b>
<b>EFFECTIVE DATE OF POLICY:</b>	<b>April 23, 2013</b>
<b>SUPERSEDES POLICY:</b>	<b>NA</b>
<b>SUBJECT:</b>	<b>Alternative Work Schedule</b>

**I. PURPOSE**

This policy establishes guidelines regarding a voluntary Alternative Work Schedule program (AWS), which expands work schedule options within the Department of Youth Rehabilitation Services (DYRS or the Agency).

**II. POLICY**

DYRS is committed to providing the highest quality youth services to the District and its residents. DYRS management recognizes that its employees may be more productive and serve their clients, residents, vendors, and the public better when they are permitted to structure their work schedules in a manner that is more compatible with their needs outside of DYRS.

Therefore, it is the policy of DYRS to implement the voluntary AWS program in a manner that is fair to employees while ensuring that DYRS meets the treatment and rehabilitation needs of its youth as well as the public safety needs of the District.

**III. AUTHORITY**

This policy is governed by all applicable District of Columbia laws and regulations including: the DYRS Establishment Act of 2004, D.C. Official Code §§ 2-1515.01 *at seq.* (2009); District of Columbia Personnel Manual (DPM), Chapter 12 — Hours of Work, Legal Holidays, and Leave, D.C. Mun. Regs. tit. 6, §§ 1201 *et seq.* (2009); and DPM, Chapter 16 — General Discipline and Grievances, D.C. Mun. Regs. tit. 6, §§ 1600 *at seq.* (2009).

**IV. SCOPE**

- A. **General:** This policy shall only apply to full-time DYRS staff.
- B. **Exceptions:** Agency management may limit the applicability of AWS to certain subordinate components of the agency, when such limitation is required to ensure safe and secure operations. Additionally, agency management may exclude AWS applicability for employees who have performance related concerns, are under a Performance Improvement Plan (PIP), are on leave restriction, or have received corrective or adverse action discipline within the three months period prior to the AWS request.

- C. **Applicable Conditions:** This policy is subject to all applicable law as well as the provisions of Collective Bargaining Agreements.

## V. RESPONSIBILITY

- A. **DYRS Director** provides executive leadership, direction and administration of District-wide comprehensive services and programs for detained and committed youth in the care and custody of DYRS. She/he also has the authority to review, approve or rescind subordinate decisions regarding participation in the AWS program.
- B. **DYRS Deputy Director(s)** has the delegated authority by the Director to establish the infrastructure and processes for the development of all policies and procedures and has responsibility of reviewing, appealing and/or rescinding decisions regarding subordinate participation in the AWS program.
- C. **DYRS Chief of Staff or DYRS Director's Designee** is responsible for coordinating, planning and developing vital policies, regulations and directives to resolve issues and challenges that impact the Agency's plans, goals and objectives. She/he also has responsibility of reviewing, appealing and/or rescinding decisions regarding participation in the AWS program.
- D. **DYRS Chief Operating Officer** has the delegated authority by the Director to oversee all matters related to human resources, fleet administration, professional development, procurement, facility management, and resource allocation. She/he also has responsibility of reviewing, appealing and/or rescinding decisions regarding subordinate participation in the AWS program.

## VI. DEFINITIONS

- A. **Administrative Closing:** The official closing of a District Agency or Office by Mayoral Issuance.
- B. **Alternative Work Schedule (AWS):** A program that allows flexible work schedules and compressed work schedules.
- C. **Compressed Work Schedule (CWS):** Allows a full-time employee, who receives approval from their supervisor, to schedule their 80-hour biweekly workweek for less than 10 workdays; and the basic non-overtime workday may exceed 8 hours.
- D. **FlexTime Schedule (FTS):** Allows employees to change their work schedules, with supervisory approval, while still working an 8-hour day. For instance, instead of the normal 9:00 am to 5:30 pm workday, an employee could work from 7:30 am to 4:00 pm, 8:00 am to 4:30 pm, 8:30 am to 5:00 pm, 9:30 am to 6:00 pm, or 10:00 am to 6:30 pm.
- E. **Regular Basic Work Week:** A work week of not more than forty (40) hours per week comprised of five (5) eight (8) hour days, Monday through Friday, beginning no earlier than 7:30 am and ending no later than 6:30 pm, with an allocated half hour lunch period. The employee is required to work, or to account for the forty hours by either

approved leave, administrative leave, holiday hours, compensatory time off or time off as an award.

- F. **Workday:** The period of time between the beginning and ending of the official activities for the day. This period of time includes regular working hours as well as the lunch period and breaks.

## VII. PROCEDURES

### A. Guidelines for Alternative Work Schedules

1. **General Eligibility:** The AWS program shall be offered on an equal basis to eligible staff.
2. **Exemptions:**
  - a. Agency management may determine that the work of certain subordinate components of divisions is not conducive to an AWS and may restrict the ability to work an AWS to certain components of units or divisions. The decision of supervisors to exempt certain subordinate components within their division from participation in the AWS program may be reviewed by the Director or her/his designee, upon request. The decision of the Director or her/his designee is final and not appealable.
  - b. To ensure adequate staffing is present during the work day, a supervisor may limit the number of staff within a particular unit or division who may participate in the AWS program. The supervisor may also limit the number of employees who, pursuant to an AWS may be off during the same period or on the same day.
3. **Overtime Applicability:** Overtime shall not apply to the hours of work that constitute an AWS for an employee.
4. **Eighty Hour Pay Periods:** All full time employees must work eighty (80) hours in a two-week pay period unless there is a holiday or the employee is using approved leave.
5. **AWS Effect:** The AWS program shall not diminish, in any way, the ability of DYRS to assign responsibility and accountability to individual employees for the provision of services and performance of their duties.
6. **AWS Termination:** A supervisor may return the employee to her or his regular work schedule if the supervisor determines that the employee's performance is affected by the AWS, or that the needs of the agency require the change, or for any other work-related reasons. In such cases the employee should be given, where practicable, at least two-weeks' notice of the termination of the AWS approval. Upon termination of AWS approval, the employee shall return to the work schedule that existed prior to receiving approval for the AWS, unless the work schedule has been changed by the employee's supervisor in accordance with applicable rules.
7. **AWS Changes:** In positions where AWS is permitted, requests from employees for any type of change in work schedule or hours may be considered based on the operational requirements or the workload of the division/branch.
8. **Compliance with Policies:** Employees and supervisors must observe all pertinent time and attendance, leave, and pay regulations, including DYRS policies and procedures, when an AWS is

established. Overtime and compensatory time, or exempt time off, are to be approved in advance using existing procedures. Leave usage will be charged based on the approved AWS (for example, if an employee is off on a 9-hour work day, she/he will be charged 9 hours leave).

## **9. Rights and Responsibilities:**

- i. Employees must anticipate their workload in such a way that they do not leave matters to be completed by other employees or create any undue burden on non-AWS employees.
- ii. All work must be completed on time to meet the Agency's or client's needs and court deadlines, where applicable. This includes, but is not limited to, submission of written work for supervisory review when required for approval or filing.
- iii. When an employee is scheduled to appear in court, revocation hearing or other mandatory meeting on his/her AWS day, he or she must appear for the scheduled event or obtain supervisory approval to arrange for another employee, who agrees, to handle the matter. In the event that the employee must attend the matter on his or her AWS day, the AWS employee may arrange to take a different AWS day within the same pay period with supervisory approval. An AWS employee may not request that a court accommodate the employee's AWS day.

**10. Collective Bargaining Agreement Precedence:** Any provision of an AWS contained in an approved DYRS Collective Bargaining Agreement (CBA) takes precedence over the AWS provisions of the DC personnel regulations and the guide for employees covered by such a CBA, to the extent that there is a difference.

## **B. Types of Alternative Work Schedules**

There are two types of Alternative Work Schedules: (1) FlexTime Schedule, and (2) Compressed Work Schedule. At this time, DYRS does not offer a telecommuting or work from home option.

### **1. FlexTime Schedule (FTS)**

- a. The DYRS FlexTime Schedule allows employees to work any set arrangement of eight (8) work hours between 7:30 am to 6:30 pm, Monday through Friday. Those hours shall constitute a valid workday.
- b. Valid FlexTime Schedules can only occur between 7:30 am to 6:30 pm. Any hours worked outside this time frame shall not be credited.
- c. A FlexTime Schedule shall not be combined with a Compressed Work Schedule.

### **2. Compressed Work Schedule (CWS)**

#### **MSS and Excepted Service Employees:**

- a. Employees may work eight (8) individual nine work-hour days and one (1) individual eight work-hour day, in a 10-day (biweekly) pay period totaling 80 hours, which allows for one day off every other week.
- b. The day off may be any day of either week but must be the same day each pay period and be approved by

her/his manager to ensure there is adequate coverage for operational needs. (e.g. Employee chooses Week 2 Friday as their off day, it must remain Week 2 Friday throughout the period)

- c. A Compressed Work Schedule shall not be combined with a FlexTime Schedule.
- d. The schedule is only permissible during the months of May – September annually.
- e. All requests must begin and/or end in alignment with DC Government pay periods.
- f. Example CWS:

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Week 1</b>	8:30am–6:00pm (9 hours)	8:30am–6:00pm (9 hours)	8:30am–6:00pm (9 hours)	8:30am–6:00pm (9 hours)	8:30am–6:00pm (9 hours)
<b>Week 2</b>	8:30am–6:00pm (9 hours)	8:30am–6:00pm (9 hours)	8:30am–6:00pm (9 hours)	8:30am–5:00pm (8 hours)	OFF

**Non MSS and Excepted Service**

- a. Employees may work four (4) ten (10) work-hour days per week, totaling 80 hours in a two-week pay period, which allows for one additional day off per week.
- b. The day off may be any day of the week but must be the same day weekly and be approved by her/his manager to ensure there is adequate coverage for operational needs.
- c. A Compressed Work Schedule shall not be combined with a FlexTime Schedule.
- d. All requests must begin and/or end in alignment with DC Government pay periods.
- e. Example 4x10 CWS (Non MSS and Excepted Service):

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Week 1</b>	OFF	8:00am–6:30pm (10 hours)	8:00am–6:30pm (10 hours)	8:00am–6:30pm (10 hours)	8:00am–6:30pm (10 hours)

<b>Week 2</b>	<b>OFF</b>	8:00am–6:30pm (10 hours)	8:00am–6:30pm (10 hours)	8:00am–6:30pm (10 hours)	8:00am–6:30pm (10 hours)
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### C. Application and Approval Process

1. Employees shall:

- a. Complete and sign a "Request for an Alternate Work Schedule" form and submit it to their immediate supervisor and second level supervisor for signature and approval.
- b. Submit a copy of the approved Request for an Alternative Work Schedule form to the timekeeper responsible for the time and attendance record upon obtaining approval by her/his immediate and second-level supervisor.
- c. Remain on the selected schedule for a minimum of ninety (90) days before a change can be requested. An employee is allowed only two (2) changes in a calendar year to his/her AWS.
- d. Submit a written request to the supervisor at any time if she/he wishes to end participation in AWS program and return to the standard work schedule. Employees may not change an approved AWS to a different AWS without completing another Request for an Alternative Work Schedule. Any change to an AWS must be approved prior to further changes to the employee's work schedule.
- e. Recognize that participation in the AWS program is a privilege, not a right and can be revoked at the discretion of the supervisor.

3. Supervisors shall:

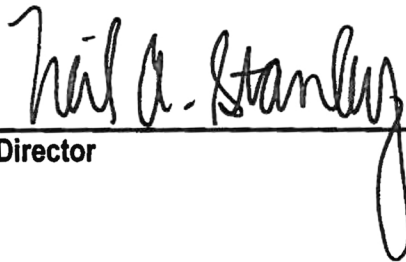
- a. Consider the DYRS operational needs, coverage, client service needs, ability to monitor an employee's work, employee's work performance history, and any other work-related reason when reviewing and deciding on requests for AWS.
- b. Ensure that time-accounting methods provide evidence that employees who participate in the AWS program work or account for (i.e., using approved leave) eighty (80) hours per pay period and that all employees adhere to the guidelines of this policy.
- c. Recommend to the Director or her/his designee individual employee's participation in the AWS program based on duty requirements, seasonal workloads, staffing requirements, overtime considerations or other government related reasons (i.e., training, official travel, workshops, etc.).
- d. Recommend revocation of an individual employee's participation in the AWS program if the employee fails to adhere to or follow the requirements of the program.

- e. Provide employees advance notice as much as possible of the decision to approve, deny, adjust or revoke participation in the AWS program so that employees may reschedule previously made commitments or obligations.

**D. Determining "In Lieu of Holidays under Alternative Work Schedules**

1. If a holiday falls on a non-workday of an employee on a FTS or CWS except for holidays falling on a Sunday non-workday, the employee's preceding workday is the designated "in lieu of" holiday (i.e., holiday is on Saturday, employee's "in lieu of holiday is Friday).
2. If a holiday falls on a Sunday non-workday of an employee on a FTS or CWS, the employee's subsequent workday is the designated "in lieu of holiday (i.e., holiday is on Sunday, employee's "in lieu of holiday is Monday).

**Approval of the Agency Director:**



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**Director**