

Work Schedules

ISD's Telecommuting/Flexi-place Program was designed with the following expectations/objectives in mind:

- Promote flexibility, employee satisfaction, and organizational morale
- Decrease commuting time and traffic hassles
- Improve quality of work life
- Promote efficient, quiet, uninterrupted work time
- Promote opportunity to balance work life with personal life

The options available to employees under this program include (a more detailed explanation of each is included in the sample memo at the end of this document):

- Four-Day Work Week
- Five/Four-Nine
- Flexi-tour
- Gliding Schedule
- Variable Day
- Variable Week
- Maxi-flex

The ISD MT uses the following organizational requirements in approving or denying requests for flexible work schedules for employees:

- Research Library and several EIPG services require coverage from 8:30am – 5:00pm, Monday through Friday, to meet customer needs and expectations.
- Individuals must meet ISD goals and expectations and meet ISD customers' needs and expectations, as spelled out in Individual Performance Plans.
- Since employees are in work status, they are subject to the same type of performance expectations, ethics, safety, and workflow requirements as onsite employees and security requirements designated for telecommuting arrangements.
- Employees are expected to make full use of information technology to ensure seamless interaction with onsite customers and onsite colleagues.

In order to be considered for a flexible work schedule, employees must meet the following eligibility requirements:

- Be an ISD employee for at least 3 months, or be sufficiently versed in the position and ISD policies and procedures to perform satisfactorily in an independent work environment, based on their supervisor's assessment (expectations may be based on participation in flexi-place in another NIST OU, another federal organization, or previous place of employment practices).
- Employee is able to demonstrate the ability to work independently, to take initiative, and show dependability and reliability.
- Employee must have good time management and organizational skills.
- Employee performance is rated eligible and supervisor determines that employee can function productively outside direct supervisory control.

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- Employee's job must lend itself to telecommuting.

The following procedures and guidelines are to be adhered to when being considered for, or operating under a flexible work schedule:

- Telecommuting/Flexi-place is a privilege, not a right.
- ISD guidelines are based on NIST guidelines.
- All staff is expected to be present for ISD staff meetings (including group level staff meetings). ISD staff meetings are generally scheduled quite a bit in advance, and are posted on each staff member's electronic calendar.
- Employees must specifically request a regular or ad hoc flexi-place schedule, and stipulate schedule in the agreement.
- ISD will make every effort to provide the technology and equipment necessary for telecommuting, but in the event sufficient resources are not available, ISD may suggest employees use a designated telecommute center instead.
- Equipment loans are covered under existing NIST procedures.
- Employees are expected to be reachable by email and phone while in telecommute status. Email must be set on notice or checked every half hour.
- Employees are expected to check their voice mail several times a day and voice mail message should indicate that the employee is not available to take the call, but will respond as soon as possible.
- Employees are expected to propose and obtain supervisor agreement for activities or types of tasks they will accomplish offsite.
- NIST security regulations will be implemented.
- ISD telecommuting employees will be supplied with software deemed appropriate for telecommuting by IT support staff.
- Employees will be issued phone cards for long distance calling and may make use of the NIST 800 number to stay in contact with appropriate staff and customers.
- Employees must check in and out when they begin and end their work day, and when/if they leave (i.e. for lunch, on SL, on AL, etc.) their flexi-place location for any reason, according to directions specified by their supervisor.
- Questions and issues regarding flexi-place arrangements should be referred to the employee's supervisor.

Sample Memo to Supervisor for an Alternate Work Schedule

Date: (insert current date)

MEMORANDUM FOR (insert Division Chief's name)
Through: (insert your Supervisor's name)
From: (your name)

Subject: Request to Participate in an AWS Option

This is to request approval to participate in the AWS Option checked below.
(Select one from the options and indicate your work hours where appropriate.)

____ Four-Day Work Week. (The scheduled 10-hour a day tour must be between 7:00 a.m. and 7-00 p.m.) I would like my hours to be (e.g. 8:00 a.m. to 6:30 p.m. Monday through Thursday, etc.)

____ Five/Four-Nine. (The scheduled tour must be between 7:00 a.m. and 7:00 p.m. and the day off would have to be agreed upon and remain constant.) I would like my hours to be (e.g. 8:00 a.m. to 5:30 p.m. Monday through Thursday with Friday off).

____ Flexi-tour. (The employee selects a starting time between 7:00 a.m. and 9:30 a.m., works eight hours, respecting core hours, and ends his/her work day between 3:30 and 7:00 p.m. Once a schedule is selected the employee continues to adhere to the times.) I would like my hours to be (e.g. 7:00 a.m. until 11:30 a.m. and 1:30 p.m. until 5:00 p.m. No lunch break).

____ Gliding Schedule. (The employee works eight hours each week day between the time bands of 7:00 a.m. and 7:00 p.m. and can vary the schedule on a daily basis without approval of the supervisor. Core hours must be worked.)

____ Variable Day. (The employee works a flexible work schedule containing core hours on each workday in the week until 40 hours is reached on a weekly basis. The number of hours worked each day may vary so long as 40 hours are worked during the week. There is no requirement to respect the 7:00 a.m. to 7:00 p.m. time bands.)

____ Variable Week. (Same as variable day except that employee must work 80 hours for the biweekly pay period.)

____ Maxi-flex. (The employee works a flexible work schedule containing core hours on fewer than 10 work days in the biweekly pay period, for a total of 80 hours for the biweekly pay period.)

Office Director's Decision: _____ Approved _____ Not Approved

Comments/Instructions:

cc: Supervisor
Timekeeper
Employee

September 2007

Sample Memo to Supervisor for Telecommuting Schedule

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NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY FLEXIPLACE PROGRAM EMPLOYEE/SUPERVISOR AGREEMENT

The following constitutes an agreement on the terms and conditions of the Flexi place Program between:

Employee: (your name)
Organization: TS/ISD
Job Title or Description: (your job title)
Position Title: (your position title)

1. Employee volunteers to participate in the Flexi place Program. Employee voluntarily agrees to work at the agency-approved alternative workplace indicated below and agrees to adhere to the applicable guidelines and policies. The supervisor concurs with employee and agrees to adhere to the applicable guidelines and policies.

2. Employee agrees to participate in the program:

On a regular basis beginning on _____ and ending one year later (no more than 2 days per week).

OR

On a periodic basis beginning on and ending on _____.

[If periodic, describe the reason for this Flexi place request and the anticipated periodic schedule. If the request is only for after-hours and occasional use of telecommunications and/or other equipment, e.g., an ISDN line, describe that use here.] Either the employee or management may terminate participation in this program at any time. Reason(s) for termination should be documented in writing.

3. Employee's most recent performance rating of record and current performance must be at least eligible. Employee will complete assigned work according to supervisor's guidance and direction and according to standards stated in the employee's performance plan.

4. Employee's official tour of duty will be as follows unless this is an agreement to accommodate a special need described under item #2 above.

Conventional Office

When not on travel or leave, the employee will be at the conventional office a minimum of _____ days per week. The specific day(s) of the week will be determined as agreed upon by the supervisor and the employee. The work schedule for these days will be the work hours as appropriate under the current work schedule in effect for the employee on the date of initiation of this agreement.

Employee's official tour of duty at the official duty station is:

Alternate Office

When not on travel or leave, the employee will be at the alternate office a maximum of ____ day(s) per week. The days of the week the employee will be at this office may vary depending on the work being done. The specific day(s) of the week will be determined as agreed upon by the supervisor and the employee on an ad-hoc short-term basis to accommodate special needs.

Employee's tour of duty at the alternate duty station is:
(list address/location)

5. Employee's official duty station is at the National Institute of Standards and Technology (NIST). The alternate duty station is:

- The employee's home OR
 Other [address].

6. Employee's timekeeper will have a copy of the employee's flexi place schedule. The supervisor and employee are responsible for ensuring the accuracy of time and attendance reported for work at the official duty station and the alternative workplace.

7. Employee will follow the established office procedures for requesting and obtaining approval of leave.

8. If employee borrows government equipment, employee will borrow the equipment in accordance with applicable procedures. Government-owned equipment will be serviced and maintained by the government. If employee, at their option, provides own equipment, employee is responsible for purchasing, servicing, and maintenance costs. The government will not be liable for reimbursing employees for such costs. Form NIST-393 Equipment Loan Authorization, Receipt, and Property Pass to be completed and on file with the NIST Property Office.

Employee agrees to ensure that government furnished equipment, resources, and services are used in accordance with NIST policies. Employee also agrees to safeguard government data to prevent unauthorized access, release, or alteration.

Telecommunications Equipment:

List the government furnished special telecommunications technology required, installation cost and date, and periodic costs such as monthly telephone bill.

Government Furnished Equipment:

List the government furnished equipment required and NIST ID# of each piece of loaned equipment.

Personal Equipment:

List personal equipment to be used; i.e. Dell PC (Windows 2000), Monitor, Printer/Fax, Phone line (dial-up)

- 9.** The employee agrees to permit the government to inspect the alternative workplace during the employee's normal working hours to ensure proper maintenance of government-owned property and conformance with health and safety standards.
- 10.** The employee is covered under the Federal Employee's Compensation Act if injured in the course of actually performing official duties at the official duty station or the alternative duty station. The employee agrees to notify the supervisor immediately of any accident or injury that occurs. The supervisor will investigate such a report immediately.
- 11.** The government will not be liable for damages to an employee's personal or real property during performance of official duties or while using government equipment in the employee's residence except to the extent the government is held liable by Federal Tort Claims Act claims or claims arising under the Military Personnel and Civilian Employees Claims Act.
- 12.** The government will not be responsible for operating costs, home maintenance, or any other incidental costs (e.g., utilities) whatsoever, associated with the use of the employee's residence. By participating in the flexi place program, the employee does not relinquish any entitlement to reimbursement for authorized expenses incurred while conducting business for the government, as provided for by statute and implementing regulations.
- 13.** At intervals specified in the flexi place guide, the supervisor and the employee may be asked to complete surveys that summarize flexi place impact on the office, the employee, the supervisor, and other organizational elements.
- 14.** Employee agrees to report to the official duty station within hours of notification by a supervisor or manager of an unanticipated work requirement requiring their physical presence at the official duty station. The employee also agrees to adjust his or her scheduled hours at the alternate workstation to accommodate occasional meetings and other activities as needed.
- 15.** The employee and supervisor have considered and made necessary arrangements with other staff members to ensure appropriate coverage of the employee's routine area of responsibility that might occasionally require a physical presence during regular NIST business hours.
- 16.** Employee agrees to be accessible by phone and/or email at the alternate office during the designated work hours.

Supervisor's signature

Date

Employee's signature

Date