

For: FSA and RMA National Capital Area Non-Bargaining Unit Employees

Work Schedule Change

Approved by: Administrator

Jersey C. Lassette

1 National Capital Area Work Schedule Change

A Purpose

This notice extends to National Capital Area managers, supervisors, and all other non-bargaining unit employees of FSA and RMA, in advance of 17-PM amendments, the same tour of duty opportunities provided to members of the AFSCME Local 3925 bargaining unit contained in the recently negotiated Collective Bargaining Agreement that has a January 30, 2008, effective date.

B Permissible Work Schedule

All National Capital Area non-bargaining unit employees may, **with supervisory approval**, begin their tour of duty as early as 6 a.m.

C Other Considerations

All employees **must** be on active duty between 9 a.m. and 3:30 p.m., the agency core hours, unless on previously approved leave.

Employees working a maxiflex or variable day schedule may:

- depending on their start time, glide and/or begin their tour of duty at 6 a.m.
- with **prior** supervisory approval, accrue credit leave as early as 6 a.m.

D Contacts

The following table provides contacts if there are questions about this notice or work schedule policies.

IF questions are about...	THEN contact HRD...
this notice	Employee and Labor Relations Branch at 202-401-0684.
agency work schedule policies and/or 17-PM	Employee Programs Branch at 202-401-0066.

Disposal Date	Distribution
October 1, 2008	All FSA and RMA National Capital Area Non-bargaining Unit Employees