



WORK SCHEDULES

The OIG has four work schedule options to enable managers to meet program goals, while allowing employees flexibility in scheduling their work hours. These options have the potential to increase productivity, enhance recruitment and opportunities for self-development, and improve employee morale.

What biweekly pay period work schedules may I choose from and what are the differences?

- *Traditional:* Monday through Friday (8 hours per day)
- *Compressed:* One 5-day week and one 4-day week (same 9 hours per day) or 4 days each week (same 10 hours per day)
- *Flexible:* Monday through Friday (8 hours per day or more – different hours each day)
- Maxi-Flex – 80 hours in a biweekly period – flexible tour of duty

Are there specific times that I need to be at work?

Full-time employees work 80 hours each biweekly pay period or otherwise account for 80 hours by approved leave, credit hours, holiday hours, excused absence, compensatory time off (comp time), or award time off. On their work days, they work core hours of 9:30 a.m. – 3:00 p.m. and coordinate with supervisors for a start time between 6:00 – 9:30 a.m. and an end time between 3:00 – 6:00 p.m.

Part-time employees work fewer hours than full-timers based on a supervisor-approved schedule.

All employees need to have a non-paid lunch break each day.

What are credit hours and may I earn them? What about comp time?

With supervisory approval of your participation in the *Flexible* schedule, you may earn credit hours when you work more than your scheduled work day. Important: After your supervisor approves you for the *Flexible* schedule, your timekeeper will need to set your time and attendance for a “variable work week” in WebTA. This will allow you to enter the hours you work without having to continually adjust your scheduled hours in WebTA. WebTA tracks credit hours.

Full-time employees may earn up to 24 credit hours and part-time employees may earn up to 25 percent of their work schedule during a bi-weekly pay period. Employees may carryover up to 24 credit hours from one pay period to the next. Senior Executives may not earn credit hours, however they may work a flexible schedule with supervisor approval.

Credit hours are like comp time, except:

- Your supervisor does not specifically OK credit hours in advance. If your supervisor authorizes you to work more than 80 hours in a pay period, you get to decide which type of extra compensation (credit hours, comp time, or overtime) you want to earn.
- Employees earn credit hours for every extra hour each work day.
- You get to earn and carryover credit hours from one pay period to the next.
- Credit hours do not expire until you use them.
- Once you have chosen and been credited for them, you cannot exchange credit hours for comp time, overtime, Sunday premium pay, or holiday premium pay; or use credit hours to create or increase your entitlement to overtime pay.

Traditional and *Compressed* schedule employees may not earn credit hours, but may earn compensation time. WebTA also tracks compensation time, which does not have a 24 hour cap (like credit hours). However, compensation time hours expire after 12 months.

May I elect any work schedule I want?

Please ask your supervisor for the schedule that best suits your personal needs. After your supervisor determines your schedule, you need to let your timekeeper know.

The OIG encourages supervisors to approve employees' requests when the requests do not interfere with the accomplishment of OIG work. However, work requirements, training, travel, attendance problems, or performance deficiencies may require that an employee works a "traditional" schedule. If a supervisor denies a request, he or she needs to provide the employee with the reason(s).

May I change my work schedule at any time?

Yes, with the approval of your supervisor, who needs to approve the change before the pay period in which it will take effect. Like above, you need to let your timekeeper know of any changes.

How does travel affect my work schedule?

Travelers should follow their scheduled tour of duty unless their work, such as traveling to conduct an investigation or attend an out of state meeting or conference that takes place first thing on a Monday morning, requires a change to the schedule.

Where can I get more information on flexible and compressed work schedules?

You can get more detailed information at the:

- Office of Personnel Management website, <http://www.opm.gov/oca/worksch/index.asp>.
- OIG administrative home page, <http://arc.publicdebt.treas.gov/DWP/fs/fstoig1.htm>. ARC Human Resources contacts are listed under the "contacts" page link.

If I have a question about this policy directive, whom can I contact?

For questions about this policy, please contact the Office of Management at (202) 927-5200 or OIG-OM@oig.treas.gov.