

1 September 2020

MEMORANDUM OF AGREEMENT (MOA)

ON

Air Force Research Laboratory (AFRL) Flexible Work Schedules

1. The American Federation of Government Employees (AFGE) Council 214 and Air Force Materiel Command (AFMC), hereafter referred to as the Union and Management, hereby enter into this Memorandum of Agreement regarding the implementation of the Air Force Research Laboratory Flexible Work Schedules and core hours of 0900-1430 at all AFRL locations as it applies to bargaining unit employees covered by the Master Labor Agreement (MLA) between the parties. AFRL Flexible Work Schedules include: Flexitour, Maxiflex, 5/4-9 Compressed, and 4-10 Compressed.
2. Flexitour is a type of flexible work schedule (FWS) in which an employee works 40 hours a week (80 hours bi-weekly). The employee is allowed to select their starting and stopping times within the flexible hours, but must be present or covered by leave during established core hours. Once selected, the hours are fixed.
3. Maxiflex is a type of flexible work schedule (FWS) that contains core hours on fewer than 10 workdays in the biweekly pay period. Maxiflex provides the employee the ability to flex within the pay period around approved schedules with informal approval from the supervisor. Under this schedule, the minimum requirement is that an employee must work 80 hours in a pay period. The 80 hours can be accomplished by working more or less than 8 hours per day, and may be accomplished in less than 10 days for full-time employees. The employee can work a maximum of 50 hours a week and a minimum of 30 hours per week.
4. A 5/4-9 compressed work schedule (CWS) is a fixed schedule that enables a full-time employee to complete the basic work requirements of 80 hours in fewer than 10 full workdays in each biweekly pay period by increasing the number of hours in the workday. The employee works 8 9-hour work days and 1 8-hour work day per pay period for a total of 80 hours with one set regular day off (RDO).
5. A 4-10 compressed work schedule (CWS) is a fixed schedule that enables a full-time employee to complete the basic work requirements of 80 hours in fewer than 10 full workdays in each biweekly pay period by increasing the number of hours in the workday. The employee

works 4 10-hour workdays per week with one scheduled RDO each week of the pay period. RDO does not have to be the same for both weeks during pay period.

6. Bargaining unit employees will have the option to propose any of the above flexible work schedules to their supervisor. Supervisors will base decisions on mission requirements. Standardized AFRL flexible work schedules are available across the command. The local Union will be notified of the flexible work schedules.

7. All remedies available under the MLA or 5 U.S.C. 71 will remain available to the Parties if concerns cannot be cooperatively resolved.

For Management

For the Union

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