

## MEMORANDUM OF AGREEMENT (MOA)

ON

### Flexitour in Air Force Life Cycle Management Center Propulsion Directorate (AFLCMC/LP)

**Reference:**

A. Briefing to the Union, 22 October 2019

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 MOA regarding the above matters as they apply to AFGE bargaining unit employees (BUEs) covered by the Master Labor Agreement (MLA) between the Parties.

2. AFLCMC/LP, Propulsion Directorate, is implementing an optional Flexitour schedule for bargaining unit employees (BUEs) within the directorate in order to boost employee morale and allow "flexible" schedules. Flexitour is strictly voluntary.

3. Flexitour is a type of flexible work schedule in which an employee is allowed to select starting and stopping times within the flexible hours built around the core hours of 0900 and 1500. BUEs who request and are approved to participate in the Flexitour schedule will request, with their supervisor, daily starting and stopping times within the flexible hours. BUEs can flex their hours between 0600 and 1800. BUEs will be provided in writing within 2 workdays of approval or rejection of proposed duty hours and effective start date if approved. Employees are required to choose a lunch break from a minimum of 30 minutes to a maximum of 60 minutes between 1100 and 1300 depending on the reporting and departing times selected for the day. See chart below to view options:

Workday Starting Times	Midday Flex Times		
	30 min lunch	45 min lunch	60 min lunch
0600			1500
0615		1500	1515
0630	1500	1515	1530
0645	1515	1530	1545
0700	1530	1545	1600
0715	1545	1600	1615
0730	1600	1615	1630
0745	1615	1630	1645
0800	1630	1645	1700
0815	1645	1700	1715
0830	1700	1715	1730
0845	1715	1730	1745
0900	1730	1745	1800

4. Programs already in place, such as wellness/fitness and telework, will not be affected by this MOA. BUEs who participate in the Flexitour schedule are authorized to use these programs within existing guidelines.

5. BUEs who choose and receive supervisory approval to participate in Flexitour can earn and use credit hours in accordance with applicable laws, regulations and established guidelines. BUEs will schedule the earnings and use of credit hours with supervisory approval. BUEs may earn credit hours Monday through Friday for any hours requested, scheduled, and approved in advance over their normal 8-hour duty day, up to 2 hours per day. Employees may earn up to 8 credit hours on Saturday with prior supervisory approval. Credit hours are earned in ¼ hour increments. The maximum amount of credit hours that can be accrued and carried over is 24 hours. Hours in excess of 24 cannot be carried over from one pay period to the next.

6. 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**



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**FOR UNION**



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