

MAXIFLEX DESK GUIDE

This is the Region 5 Maxiflex Work Schedule Desk guide, which can be used by employees and supervisors to assist in understanding how Maxiflex works. If there is a conflict between this guide and the "Supplemental Local Agreement to Article 22, Hours of Work," (Agreement), the Agreement shall prevail.

Eligibility for Maxiflex

All permanent and temporary, full time and part time, Region 5 EPA employees are eligible for Maxiflex. Maxiflex is a separate work schedule and may not be combined with another work schedule, such as a 5/4-9 or 4-10 compressed work schedule. Once a work schedule is chosen the employee is required to stay on it for a minimum of six (6) pay periods.

Their supervisor shall sign the form, approving or denying the schedule. The timekeeper or supervisor shall change the employee's schedule in People Plus to Maxiflex, coding it as 8 hours per day, 5 days per week. The employee shall receive training in Maxiflex and install the Maxiflex program on their computer.

Employees may be removed from Maxiflex for noncompliance with the employee's responsibilities under the Maxiflex agreement (see Section 8 of agreement).

How Maxiflex Works

Each pay period, the employee shall create a proposed schedule for the upcoming 2 week period. In each proposed schedule, the employee must schedule (or account for) 80 hours, if full time, or, if part time, their agreed to number of hours in a pay period.

If an employee has more than 80 hours in a pay period, the additional hours will be Credit Hours Earned. Credit hours earned are the last hours worked in a pay period after 80 hours have been worked (the last hours worked).

In any subsequent pay period, an employee may use credit hours earned to bring the total number of hours in the pay period to 80.

On any official holiday, a full time employee can show only 8 regular hours.

An employee shall prepare and submit a proposed schedule to his/her supervisor before the beginning of the pay period.

The employee shall display his/her updated schedule in an easily visible place outside his/her workspace.

The employee is free to start as early as 5:30 AM, and finish as late as 7:30 PM, or with advance supervisory approval, 9:30 PM, Monday through Friday. (No night differential is paid under Maxiflex)

No regular work hours may be scheduled on Saturday or Sunday.

An employee may work up to 10 hours per day, or with advance supervisory approval, up to 11.5 hours per day. Any day an employee works more than 6 hours, the employee must take at least an unpaid 30 minute lunch break. Maxiflex allows up to an hour unpaid lunch period.

An employee may carry over from one pay period to the next a total of 24 credit hours earned, or if part time, 25% of the hours they work per pay period. Credit hours are not the same as overtime, comp time or TCTO.

An employee may schedule a day with zero work hours (an off day), as long as he/she meets the total number of hours needed for the pay period, and it is approved by the supervisor.

Employees may still be approved for and work overtime, travel comp time (TCTO) and compensatory time, using the procedures approved for them.

Changing your Proposed Schedule

Employees may change their proposed schedule after they have submitted it to their supervisor.

There are three types of changes that may be made to a proposed Maxiflex schedule. The first type of change is one that requires advanced supervisory approval. There are three changes requiring advanced supervisory approval:

- Taking a whole day off.
- Working more than 10 regular (not overtime, TCTO, or comp time) hours in a day.
- Working regular hours after 7:30 PM in a day.

You may get prior supervisory approval for the above 3 changes in 2 ways.

The first way is if the change is on your proposed schedule submitted to your supervisor prior to the beginning of the pay period, it is deemed prior approval unless your supervisor specifically objects to that part of your schedule.

The second way to get prior approval is to ask your supervisor for it and have him/her grant it. Supervisors should use a convenience of the government criteria to decide whether to approve employees working over 10 hours per day or working after 7:30 PM. For all other schedules or changes to schedules, supervisors should use mission accomplishment to decide whether to approve the schedule.

Other schedule changes are either significant or non-significant.

A significant change is any change over one hour or any change within core hours, except the length of lunch. (Core hours are 9:30 AM to 2:30 PM) See Section 5. H.

Employees must inform their supervisors if they are going to make a significant change in their proposed schedule. All changes to the proposed schedule must be posted by noon the next business day that the employee is in the office.

If an employee chooses to arrive later or earlier than the proposed schedule, they must update their schedule on the same day (if they are in the office, or the first day they are in the office after the change is made) after arrival or before leaving. Provided the varied arrival/departure time occurs within the daily flexible hours, such change does not constitute "tardiness" and cannot be used as a basis for taking corrective action against an employee.

If a change is non-significant, then the employee will update his proposed schedule as soon as practical.

Log In / Log Out Procedures

While in the office, employees on Maxiflex shall log in to their network connection on their agency computer within 9 minutes after their starting time, and log out no more than 9 minutes before their quitting time.

This requirement does not apply if the employee is not in the office, however, a supervisor may require an email from someone working at their AWL.

The record of log ins and log outs can be used to verify an employee's compliance with the requirements of Maxiflex if a dispute arises over the accuracy of an employee's reported starting and quitting times. See Sec. 8.C. of the agreement.

Recordkeeping and People Plus

Maxiflex requires an employee to generate a proposed schedule before the beginning of the pay period, post it outside their cubicle, and provide it to their supervisor. The supervisor may require the proposed schedule to be submitted as early as noon on the Wednesday before the new pay period.

Employees shall provide their supervisors a signed final schedule on the first work day after the pay period that the employee is in the office.

Employees must also enter their work schedule into People Plus, usually on the last Thursday of the pay period. It is strongly recommended that employees update their proposed schedule, print it out, and then use it as a guide to fill out their People Plus. That way, their Maxiflex and People Plus will match, since there is no electronic connection between the two systems.

In a situation where an employee exceeds the 80-hour work requirement while at an approved AWL, the hours worked will be recorded in People Plus as credit hours earned (CRHRE) and include a notation in the comments field that identifies the time as Telework. A typical entry in the comments field would be "Telework 4 hours on 10/26/2012." This is only done when the CRHRE as well as one of the Telework codes are both applicable.

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