



DEPARTMENT OF VETERANS AFFAIRS  
DEPUTY ASSISTANT SECRETARY FOR HUMAN RESOURCES MANAGEMENT  
WASHINGTON DC 20420

APR 28 1998

Chiefs, Human Resources Management Service  
(Facilities with AFGE units)

Enclosed for your information is a copy of a Memorandum of Understanding (MOU) between DVA and the AFGE National VA Council regarding VA Directive and Handbook 5610.3, Alternative Work Schedules. You should provide a copy of this memorandum to the local union upon receipt for their information.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "Dennis M. Curley".

Dennis M. Curley  
Group Leader, Customer Advisory  
and Consulting Group

Enclosure

The following constitutes agreement between the Department of Veterans Affairs (VA) and the AFGE National VA Council (NVAC) regarding VA Directive and Handbook 5610.3.

1. Credit hours shall be tracked in the compensatory time field and shall be automatically renewed for a second 7 pay period unit until such time as credit hours may be tracked in the HR Links System. At the end of 3 years, or sooner if HR Links is available, credit hours shall have no time limits other than specifically dictated by law or the national master agreement. If the 3 year time limit cannot be met, the union will be notified and be allowed to reopen this agreement.

2. In the VA Directive:

a. Paragraph 2a(4) last sentence change to read: "For bargaining unit employees, conflicts in this Directive and the collective bargaining agreement, the Agreement shall govern."

b. Make Paragraph 2a(4) into 2a(2).

c. Paragraph 2b (2): delete "for use by this Directive".

d. Paragraph 2c(3): delete "discussions" and add "consultation or negotiation".

3. In the VA Handbook:

a. Paragraph 2b(2) delete "officially" in first sentence.

  
For Management

4-20-98  
Date

  
For the NVAC

ALTERNATIVE WORK SCHEDULES

1. PURPOSE. This Handbook contains guidance and procedures for implementing Department of Veterans Affairs (VA) policy on alternative work schedules.

2. FLEXIBLE WORK SCHEDULES

a. Tours of Duty

(1) An employee's tour of duty defines the limits within which an employee must complete the basic work requirement.

(2) Core hour time bands and flexible time bands shall be determined by authorizing officials; however, they should be the same for employees in the same work unit performing