

WORK SCHEDULE OPTIONS AT NASA HEADQUARTERS

The NHPA President (Rhoda Hornstein) and Vice President (Rick Zwierko) are members of the Headquarters Work Schedule Working Group, recently convened to examine current work schedule options and explore the possibility of expanding these options at Headquarters.

The work schedule options currently offered to Headquarters employees are Standard, Flexitour, and Compressed-5/4-9 tours.

Standard Tour: Fixed schedule - 8 hours a day (8:00 – 4:30), 40 hours per week over 5 workdays; 10 workdays per pay period; may not earn credit hours

Flexitour: Fixed schedule – 8 hours 5 days a week; 40 hours per week; same 8 hours worked each day, but employee may select start/stop times within the authorized flexible hours (i.e., 6:30 – 3:00 or 7:00 – 3:30); accountable during core hours on each workday (9 am – 3 pm); may earn/use credit hours

Compressed 5/4-9 Tour: Fixed schedule – 5 workdays in one week, 4 in the other; with 9-hour days over 8 workdays and one 8 hour day; and 1 non-workday; days off are fixed; may not earn credit hours

One of the possible new options for Headquarters, currently available at the other NASA Centers, is **Maxiflex:** 80 hours per pay period; contains core hours on fewer than 10 days; may vary the number of hours worked on a given workday or the number of hours each week; accountable during core hours for days established; may earn/use credit hours

The NHPA invites your comments on the existing work schedule options, including whether you take advantage of either Flexitour or the Compressed 5/4-9 Tour and how that is working for you. We also invite your comments regarding your interest in additional work schedule flexibilities to better balance your work requirements with personal needs.

Please watch for a NASA INC notice to be issued during the week of November 17, 2008 inviting you to participate in one of two focus groups for Scientists and Engineers. The tentative dates are Wednesday, December 3 (11:30 am – 1 pm) and Tuesday, December 9 (11:30 am – 1 pm). Please make your views heard here or by contacting either Rhoda or Rick.