

APPENDIX A

BASIC FEATURES OF THE WORKYEAR SYSTEM

o Provides for continuous control

The end of year/on-board strength ceiling system provided an instantaneous "get-in-line" employment control on the last day of the fiscal year (30 September) only. The workyear system provides a continuous "stay-in-line" employment control throughout the year.

o Provides for control of workyears instead of a "one-time" head count

The end strength system controlled employment by limiting the number of employees on an agency's payroll at the end of the FY. The workyear system controls employment by limiting the workyears paid to an agency's personnel for the year.

o Provides a ceiling on workyears

Under the workyear system an agency receives a single ceiling on the total number of hours of paid accountable regular work and leave time which can be paid to all non-exempt employees.

o Switches emphasis from type of position to type of appointment

With the shift to the workyear system, the definition of "full-time permanent" employee changes. According to the old definition such an employee was scheduled to work "full-time" and filled a permanent position. By the new definition he/she is still scheduled to work "full-time", but must have a "permanent appointment" (normally an appointment in tenure group 1 or 2), regardless of whether he/she fills a permanent position.

o Provides ceiling on straight time hours paid

The workyear ceiling pertains to all paid accountable regular work and leave time or "straight time" spent by non-exempt workers. Straight time includes regular work time and administrative, annual, holiday, and sick leave time. Overtime is reported but is not subject to the workyear ceiling.