

CESAS-CP
DEPARTMENT OF THE ARMY
SAVANNAH DISTRICT, CORPS OF ENGINEERS
P.O. BOX 889
SAVANNAH, GEORGIA 31402-0889

DISTRICT REGULATION
NO. 690-1-51

23 Jun 03

Civilian Personnel
ALTERNATE WORK SCHEDULES
(FLEXITIME, CREDIT HOURS, 5-4/9 COMPRESSED)

1. This change to DR 690-1-51, 20 February 1996, is issued to make revisions to Alternate Work Schedules.
2. Substitute the enclosed pages as shown below:

Remove Pages	Insert Pages
2, 3, 4, 6, 8, and A-1	2, 3, 4, 6, 8, and A-1
3. File this sheet in front of the publication for reference purposes.

Encl

/s/
ROGER A. GERBER
COL, EN
Commanding

CESAD-HR-S
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Civilian Personnel
ALTERNATE WORK SCHEDULES
(FLEXITIME, CREDIT HOURS, 5-4/9 COMPRESSED)

1. **Purpose.** To provide the guidelines, procedural requirements, and administrative instructions for the Savannah District Alternate Work Schedules , i.e., Flexitime, Credit Hours, and 5-4/9 Compressed Work Schedules (5-4/9 CWS) [hereinafter referred to as the programs].

2. **Applicability.** Applicable to all team members of Savannah District except those team members assigned to specific work hours. Management reserves the right to limit the use of the programs based on mission requirements, organizational efficiencies, etc. Other variations or deviations from the programs described herein are subject to negotiations with collective bargaining units under Article 7 of the Negotiated Agreement between Savannah District and AFGE Local 2176, dated May 21, 1991.

3. **Reference.** 5 USC 6120, Hours of Duty

4. **General.**

a. **Objectives.** The objective of the programs is to meet the operational needs of the District, while, to the extent practicable, allowing team members more independence in scheduling work hours. To achieve the objective, all team members must assume a high degree of personal responsibility. The Savannah District is a customer-driven organization and is committed to providing high-quality services to its customers. As such, District services must be made readily available to those customers from 0800-1630 on a five-day (Monday through Friday) workweek. Exceptions to the 5-day (Monday

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through Friday) workweek exist in some District field offices. It is the responsibility of District supervisors to approve individual work schedules within their respective organizational elements based on mission requirements. Supervisors are responsible for insuring each full-time team member works or otherwise accounts for a minimum 8-hour workday (8 hours work plus a lunch period). The success of the programs requires mutual cooperation on the part of all supervisors and team members. If the organizational efficiency of any work unit is impaired or if regular abuses pertaining to the provisions of the programs occur, the responsible element chief may request, through supervisory channels, the organization be excluded from any of the programs. Any organization or individual that is excluded from any of these programs will be placed on a rescheduled tour of duty.

b. Hours of Operation. It is essential that offices be staffed daily from 0800 to 1630 Monday through Friday. If this is not accomplished voluntarily, appropriate coverage will be directed by the supervisor. Supervisors will solicit qualified volunteers to elect a schedule which will provide adequate coverage. Supervisors will establish rotational work schedules to provide for necessary workplace coverage, in the event qualified volunteers are unavailable. If a team member abuses the program provisions, disciplinary action may be taken consistent with applicable rules and regulations.

c. Work Requirements.

(1) Biweekly Work Requirement. Each team member is responsible for completing a daily work requirement for which he/she has contracted. A full-time team member has a minimum work requirement of 8 hours per day, 80 hours biweekly. The basic work requirement of a part-time team member is the number of hours that team member is scheduled to work each day. Completion of the work requirement may consist of actual work performance or any combination of work performance and the use of approved leave.

(2) Daily Work Requirement. Team members must be present for duty during core hours unless specifically excused. Core hours for the Savannah District are from 0900 to 1500, Monday through Friday, which includes an unpaid lunch break. Full-time team members will observe a 30-minute, 45-minute, or one-hour unpaid lunch break subject to supervisory approval. Lunch breaks may not vary on a daily basis. The tour of duty for a part-time team member, who is scheduled to work more than six hours in a day, must include at least 30 minutes for lunch. Supervisors approving absences during the workday may make appropriate adjustments in the lunch period. If a team member is absent from work during core hours without prior approval, official leave or absence

without leave (AWOL) may be charged. The prescribed lunch break shall be taken between 1130 and 1330 hours. Breaks will not be observed during the first or last hour of the workday nor shall they precede or be added to the unpaid lunch period.

d. Travel Status. The supervisor, in coordination with the team member, will determine the need to adjust work schedules to accommodate the purpose of the official travel, i.e., training courses, conferences; and to meet the biweekly 80-hour work requirement. See Paragraph 5.c.(2) for further details regarding travel and TDY for team members participating in 5-4/9 Compressed Work Schedule Program.

e. Approval of Leave. The supervisor retains the right to change an approved schedule to meet unforeseen circumstances affecting productivity, or to accommodate team members' emergencies or illnesses. Specific attention must be paid to use or lose balances when approving a request to use earned credit hours. Leave will be charged according to the number of hours the team member was scheduled to work on the day leave was taken.

f. Sign In/Out Procedures: Team members are required to sign in and out upon arrival and departure to/from work on ENG Form 4704, Alternate Work Schedule Time Record. The team member's signature will certify the accuracy of all entries. Signing or making entries for another team member is prohibited and subject to appropriate disciplinary action. When team members cannot sign by reason of TDY or other absence, supervisors will, or authorize timekeepers to, annotate the team member's time on ENG Form 4704.

5. Procedures.

a. FLEXITIME.

(1) Flexitime Daily Work Requirements. Fixed time of arrival and departure are replaced by a workday composed of two different types of time: core time and flexible time. The basic workweek shall normally consist of five 8-hour days, Monday through Friday, or 40 hours per week. The flexible time band will begin no earlier than 0630 and end no later than 1730. The total Flexitime workday must not exceed 8 hours, excluding the lunch break (unless specifically authorized in advance by the supervisor). The actual workday begins when the team member is present for duty. After a team member arrives at work, he/she is not free to leave and return within the same flexible time bands, e.g., 0630 to 0900 and 1500 to 1730 hours without prior supervisory approval. Team members are required to sign in and out on ENG Form 4704, Alternate Work Schedule Time Record. The team member's signature will certify the accuracy of all entries. A team member is not considered tardy until after 0900 unless:

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(a) the supervisor has asked the team member to arrive at a certain time prior to 0900 to attend a scheduled or special meeting or other special activity, e.g., training course or conference, and the team member arrives after that time; or

(b) the team member has been designated through the procedures in 4.b. above to cover a particular time prior to 0900 and arrives after that time; or

(c) in an emergency situation, a team member fails to notify his/her supervisor of his/her delayed arrival time as soon as possible.

(2) **Flexitime Lunch Break.** Under Flexitime, team members have an option to extend the lunch period for an additional 45 minutes with prior supervisory approval. The period beyond the normal lunch period shall be added to the end of the team member's workday. If the additional time extends the team member's workday beyond 1730 hours, the time beyond shall be charged to official leave, i.e., annual, compensatory or credit, whichever is appropriate. Team members electing to extend the lunch period beyond the normal lunch period must sign in and out for lunch on ENG Form 4704, Alternate Work Schedule Time Record.

b. CREDIT HOURS.

(1) **Requesting.** Credit Hours may be accrued and used only in conjunction with Flexitime, subject to prior supervisory approval. Credit Hours must be requested by the team member and approved in advance by the supervisor. ENG Form 4704, Alternate Work Schedule Time Record, must be completed daily recording all credit hours earned and/or used. As an option, Memorandum, Subject: Request to Earn Credit Hours (Appendix B), may be used to request earning Credit Hours. Team members should complete the Memorandum and forward to their supervisors for approval prior to working the requested time. Supervisors must determine there is sufficient work for a team member beyond the daily work requirement prior to approving the request.

(2) **Accruing Credit Hours.** Credit Hours may be accumulated on a daily basis not to exceed 1 hour, unless an exception is approved by the supervisor. Credit Hours will be earned and posted in 1/4-hour increments; e.g., if the team member works 8 hours and 10 minutes, the time will be recorded as 8 hours. Credit Hours may not be earned while in a travel status. Credit Hours accumulation for full-time team members may not exceed 24 hours at the end of the pay period. It is the individual team member's responsibility to insure that he/she does not accumulate more than 24 Credit Hours, as the excess of the maximum limit will be forfeited at the end of each pay period.

Part-time team members may accumulate Credit Hours in excess of their particular work day requirement. However, part-time team members may not accumulate in excess of one-fourth the hours in their biweekly basic work requirement. For example, a part-time team member, to include students, working 32 hours per week may not accumulate more than 16 credit hours.

(3) **Use of Credit Hours.** Use of credit hours is restricted to that which has already been earned in a previous workday or workweek. Team members may not “borrow” credit hours. Accumulated Credit Hours may be used by requesting advance supervisory approval. This procedure is identical to the established procedures in the work unit for requesting annual leave. Supervisors retain the right and responsibility to monitor work schedules, use of annual leave or Credit Hours, and approve such use after consideration of mission requirements.

(4) **Change in Employment.** Team members who leave the District on a permanent basis may use accrued Credit Hours prior to departure. In the event sufficient time is not available to use accrued Credit Hours, they will be compensated for the balance of Credit Hours at the team member’s current rate of pay, not to exceed 24 hours for a full-time team member, or one-fourth the scheduled biweekly work schedule for part-time team members.

c. **5-4/9 Compressed Work Schedule (5-4/9 CWS).**

(1) **Authorized Compressed Work Schedule (CWS).** The 5-4/9 CWS, as described herein, is the only CWS authorized for general use in the Savannah District. Previously approved compressed work schedules instituted for specific work units or being used by team members represented by collective bargaining units are not affected by this regulation.

(a) The 5-4/9 CWS for team members includes 9 hours of work per day for 8 days of the biweekly pay period, and 8 hours of work for one day completing the basic work requirement of 80 hours for a 2-week period. Team members are normally scheduled to work Monday through Friday. However, regardless of the individual team member’s schedule, the first or last day of the normal work week may be designated as the non-workday. The table at Appendix C indicates some 5-4/9 CWS options available. The daily hours worked for each option are indicated by reading across the table. Offices may vary work schedule options based on mission requirements with appropriate Union notification prior to implementation (contact HR-SL for assistance). For example: a Tuesday, Wednesday, or Thursday may be offered as the non work day, if mission permits or if organizational effectiveness is enhanced.

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(b) 5-4/9 CWS participants must select a fixed starting time between 0630-0900 on quarter hour intervals, as well as a fixed departure time between 1500 and 1830.

(c) A team member's request for and supervisory approval of 5-4/9 CWS tours will be made in writing using CESAS Form 1235, Work Schedule Selection Form (Appendix D). Approved schedules must be followed for at least six pay periods before a team member may request a change. To facilitate the documentation of time and attendance report, the team member must provide a copy of the approval to the timekeeper indicating the specific option under which the team member is scheduled to work. Team members must identify arrival and departure times and the lunch period option. Varying arrival/departure times and extended lunch periods are not an option under 5-4/9 CWS. Credit hours may not be earned under CWS. Occasional temporary changes may be approved by the supervisor. Permanent changes to a team member's schedule must be submitted and approved two weeks in advance of the effective date. The effective date of all changes must coincide with the beginning of a pay period. Supervisors will act on such requests expeditiously and decisions will be made in a fair and impartial manner. A team member whose request for participation in CWS has been disapproved may resubmit his/her request for review to the next supervisory level.

(d) Certain provisions of Title 5, U.S.C. and the Fair Labor Standards Act (FLSA) are modified or suspended. The more common variances that may occur under the 5-4/9 CWS are described below:

(2) **Overtime Pay.** Work performed in excess of the daily work schedule requirement or in excess of 80 hours in a biweekly pay period is overtime work. This differs from the "normal" concept of overtime under FLSA and Title 5, i.e., work in excess of 8 hours per day or 40 hours per week. Overtime pay/compensatory time for overtime worked is earned in accordance with existing laws and regulations and is paid when such overtime work is ordered and approved in advance by the supervisor.

(3) **Holidays.**

(a) When a holiday falls on a day that a team member is regularly scheduled to work under a CWS, the scheduled workday is the employee's holiday. If the team member is covered by a CWS, the team member's holiday will comprise the number of hours he/she is regularly scheduled to work that day.

(b) A team member who is required to work on a regularly scheduled workday that is a holiday receives holiday premium pay for working on the holiday and is not entitled to an in lieu of holiday. If the team member is covered by a CWS, the team member is entitled to holiday premium pay for the number of hours he/she is required to work that day.

(c) When the holiday falls on a non workday for a team member covered by a CWS and:

RULE 1. The holiday falls on Sunday, the first regularly scheduled workday following the Sunday-holiday is the team member's in lieu of holiday: *Example: If the team member is regularly scheduled to work Tuesday through Friday and Sunday is a holiday, the team member's in lieu of holiday will be the following Tuesday.*

RULE 2. The holiday is not a Sunday, the last regularly scheduled workday preceding the holiday is the team member's in lieu of holiday. *Example: If the team member is regularly scheduled to work Tuesday through Friday and Monday is a holiday, the team member's in lieu of holiday will be the preceding Friday.*

(4) Training, TDY, or Work Required on Scheduled Non-Workday. Changes in the 5-4/9 CWS schedule may be necessary when District CWS participants are required to perform TDY assignments to offices which do not subscribe to the 5-4/9 CWS concept, in instances when agencies providing training to District team members normally maintain an 8-hour day teaching schedule, or when work requirements dictate a need to work on a non-workday. Supervisors, in coordination with the team member, will determine the need to adjust the team member's work schedule during such periods to ensure the team member meets the biweekly work hour requirement. For instance,

(a) prior to the beginning of the administrative workweek, supervisors may change a team member's scheduled non workday to a day during the same pay period when training/TDY or other work requirements do not occur;

(b) after the start of the administrative workweek, supervisors may change a team member's work schedule in the event of an emergency. If the supervisor had prior knowledge of the work requirement in advance of the administrative workweek, but failed to initiate a schedule change, the team member shall be entitled to premium pay for the period of work.

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(c) supervisors may suspend the 5-4/9 CWS schedule for the team member, changing the work schedule back to the traditional “five 8-hour day” schedule for the entire pay period;

(d) at the election of the team member and subject to supervisory approval, appropriate leave may be authorized for the difference between a 9-hour workday schedule and the 8-hour workday, two-week work period.

6. TIME AND ATTENDANCE:

- a. Supervisors must certify ENG Form 4704 and CEFMS.
- b. Timekeepers will post CEFMS in accordance with entries made on ENG Form 4704.
- c. CESAS Form 1235, CWS Selection Form, and Memorandum, Subject: Request to Earn Credit Hours (when used), must be maintained with time and attendance documentation.

Appendices

/s/
ROGER A. GERBER
COL, EN
Commanding

Distribution F

APPENDIX A

GLOSSARY

Basic Work Requirement - the number of hours, excluding overtime hours, which a team member is required to work or is required to account for by leave or otherwise.

A full-time team member's basic work requirement is 80 hours in a biweekly pay period. This work may be scheduled in fewer than 10 days.

Credit Hours - The hours in excess of eight hours in one day or 40 hours in one week in which a team member elected to work in order to vary the length of a succeeding workday or workweek. Work performed during credit hours is on a voluntary basis. Credit hours is not an option under the 5-4/9 CWS program.

Compressed Schedule -

a. In the case of a full-time team member, an 80-hour biweekly basic work requirement which is scheduled for less than 10 workdays, and

b. In the case of a part-time team member, a biweekly basic work requirement of less than 80 hours which is scheduled for less than 10 workdays.

Core Time - That portion of the daily work schedule in which all team members must be present for work, at lunch, or on approved leave, or using compensatory time or credit hours. Core time for the Savannah District has been established as 0900 through 1500 hours.

Flexible Schedules - Programs which allow the use of flexible schedules which include -

a. Designated hours and days during which a team member on such a schedule must be present for work; and

b. Designated hours during which a team member on such a schedule may elect the time of such team member's arrival at and departure from work, solely for such purpose or, if and to the extent permitted, for the purpose of accumulating credit hours to reduce the length of the workweek or another workday.

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Flexible Time Band - That portion of the workday during which team members may select their own arrival and departure times to/from work, subject to prior supervisory approval.

Flexitime - Fixed times of arrival and departure are replaced by a workday composed of two different types of time, core time and flexible time.

Gliding Schedule - Flexible schedule in which the team member is permitted to vary, on a daily basis, arrival/departure times within the flexible time band.

Overtime Hours -

a. With respect to flexible schedule programs, means all hours in excess of 8 hours in a day or 40 hours in a week which are officially ordered in advance, but does not include credit hours;

b. With respect to compressed schedule programs, means any hours in excess of those specified hours which constitute the compressed work schedule.

Tour of Duty - The tour of duty for team members under a CWS program is defined by an established fixed schedule. Compressed work schedules are arranged to enable team members to fulfill their basic work requirements in less than 10 days during the biweekly pay period.

Appendix B

CESAS-

MEMORANDUM FOR

SUBJECT: Request to Earn Credit Hours

1. Request approval to earn one (1) Credit Hour, outside the prescribed flexible time band, as follows (include individual dates or specific period):

2. I understand it is my responsibility to ensure that my Credit Hour balance does not exceed 24 hours at the end of any pay period. Credit Hours in excess of 24 will be forfeited at the end of the pay period in which the excess occurs.

(EMPLOYEE SIGNATURE)

DATE

APPROVED

DISAPPROVED

COMMENTS:

(SUPERVISOR SIGNATURE)

(NOTE: Request to earn Credit Hours in excess of one (1) hour may be approved on an exception basis by the supervisor. This Memorandum may be used in the event of such a request.)

Appendix C

OPTIONS*

COMPRESSED WORK SCHEDULE (CWS)

5-4/9

	S	M	T	W	T	F	S	S	M	T	W	T	F	S
Option 1	0	9	9	9	9	0	0	0	8**	9	9	9	9	0
Option 2	0	8	9	9	9	9	0	0	9	9	9	9	0	0
Option 3	0	0	9	9	9	9	0	0	8	9	9	9	9	0
Option 4	0	8	9	9	9	9	0	0	0	9	9	9	9	0

***Offices may vary work schedule options based on mission requirements with appropriate Union notification prior to implementation.**

****Eight-hours workday does not necessarily have to be a Monday.**

Appendix D

**COMPRESSED WORK SCHEDULE
SELECTION FORM**

- | | |
|---|---|
| <input type="checkbox"/> Temporary Change | <input type="checkbox"/> Requested by Supervisor |
| <input type="checkbox"/> Permanent Change | <input type="checkbox"/> Requested by Team Member |

1. Team Member Name: _____

2. Title/Grade: _____

3. Office: _____

4. Compressed Work Schedule Options: (Choose One)

- 5-4/9 Tour 1 - First Friday of Pay Period Off:
- 5-4/9 Tour 2 - Second Friday of Pay Period Off
- 5-4/9 Tour 3 - First Monday of Pay Period Off
- 5/4/9 Tour 4 - Second Monday of Pay Period Off
- Other: (Explain)

5. Normal Arrival/Departure Times:

Arrive _____ Departure _____

6. Length of Lunch Period: 30 Minutes 45 Minutes 1 Hour

7. Date Schedule Become Effective: _____

8. Team Member Signature: _____

I have reviewed this request and approve the participation of the above team member in the 5/4-9 Compressed Work Schedule and hours of work he/she has chosen for a period of at least six pay periods after the effective date shown above. In accordance with paragraph 5. c. (c), DR690-1-51, this schedule must remain in effect for six pay periods before a team member may request a change.

Supervisor's Name

Supervisor's Signature

Title

Date

Reasons for Changes in Schedules: _____