

DEPARTMENT OF THE ARMY
43D SIGNAL BATTALION
UNIT 29227
APO AE 09014

NETC-SER-BC

11 October 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum #18 – Alternative Work Schedule (AWS) Program

1. REFERENCES:

- a. Title 5 U.S. Code, Chapter 61, Sections 6101-6133; Hours of Work
- b. 5 Code of Federal Regulations Part 610; Hours of Duty
- c. DOD 1400 25-M, Chapter 600, Subchapter 610; Department of Defense Civilian Personnel Manual (Attendance and Leave (Hours of Duty))
- d. OPM Handbook on Alternative Work Schedules
- e. AR 1-3; Hours of Work, Tours

2. Purpose: This memorandum prescribes policies, procedures, and assigns responsibilities for the application of standard and alternate work schedules within the 43d Signal Battalion.

3. Applicability: This memorandum applies to all civilian employees of the 43d Signal Battalion. Consideration will be given to any negotiated bargaining unit/shop agreements. The Battalion Commander must approve any new policies which are an exception to this policy.

4. General: Alternate Work Schedules (AWS) are intended to improve morale, increase productivity, erase rush hour frustration, and provide a degree of personal control and flexibility to work schedules. Alternate work schedules enable managers and supervisors to meet their goals, while allowing employees more flexibility in scheduling their work.

a. The option to participate in AWS is available to all civilian employees, **NOT PERFORMING SHIFT WORK**, on a voluntary basis subject to management approval.

b. Supervisors/managers will ensure the sufficient personnel are available and on duty to accomplish the units mission.

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c. Supervisors retain the authority to schedule duty times to accomplish actual work requirements in IAW 5 CFR 610.121.

d. The basic work week for 43d Signal Battalion employees on a standard work schedule is Monday through Friday with hours ranging from 0630 to 1830. Core hours will be from 0830 to 1530 with a minimum lunch period of 30 minutes. Employees may start between 0630 and 0830 with ending times between 1530 and 1830, respectively. Supervisors will ensure core hours and lunch breaks are covered in all requests for participation in an AWS.

e. There are two categories of Alternate Work Schedule authorized for the 43d Signal Battalion:

(1) 5/4-9 work schedule. Employees work eight 9-hour days and one 8-hour day per 2-week period for a total of 80 hours, with one Regular-Day-Off (RDO) per 2-week period. The RDO will be either a Monday or Friday. (Note: the 'in lieu of holiday' is defined in Appendix A.)

(2) Flexible Work Schedule. A flexible schedule splits the work day into two types of time: core time and flexible time. During core time all employees must be at work. Periods of flexible time are established during which employees have the option of selecting and varying their arrival and departure time within the limits set by management.

f. Hybrid work schedules; for example, individual work schedules that combine the unique attributes of flexible work schedules and compressed work schedules are not authorized.

g. Supervisors may terminate or disapprove an employees request to participate in an alternate work schedule based on mission requirements, actual work requirements, or due to the employee's performance. A two-week notice will be given if practicable.

h. Changes in work schedules may be required in order to meet mission requirements. A two-week notice will be given if practicable.

i. Supervisors/managers should make efforts to schedule meetings during core hours.

j. Personnel are required to satisfy the daily work requirement for paid hours through some combination of duty and/or approved leave or compensatory time.

k. Alternative work schedules do not alter other regulations or policies concerning overtime, leave, compensatory time, security requirements, or the rights of supervisors and employees.

l. While on temporary duty (TDY) or official training, employees will follow the work schedule used at the TDY station or training site. Any changes to work schedules must be reflected accurately in the time keeping system.

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5. Responsibilities:

a. The Senior CPM Advisor: is responsible for developing the program and the Human Resource Office will administer. All, CDRs, NOSC, NSCs, DMS, and DSCS Chiefs are authorized and encouraged to implement this policy to ensure the Commander's intent is achieved. The Battalion Commander has the right to terminate the AWS Program at anytime when deemed appropriate and/or recommended by management.

b. Supervisors will:

(1) Explain the objectives and ground rules of the program and monitor the program for reduced productivity, diminished customer service, increased operational costs, or other adverse impact on performance of work and accomplishment of the mission.

(2) Notify employees in advance of temporary work schedule changes. A two-week notice will be provided if practicable.

(3) Return an employee, whose work performance is less than satisfactory to a standard work schedule.

c. Employees will:

(1) Submit a written request (encl) for approval to establish a AWS to their supervisor that includes a proposed schedule and identifies a lunch period of not less than 30 minutes.

(2) Diligently follow the AWS, anticipating and requesting any variation with supervisor.

(3) Request termination from the AWS to another schedule via a written notice with a two-week notice period.

6. The proponent of this memorandum is Mr. Dishman, Senior CPM Advisor, DSN 370-6504.

7. This memorandum is effective immediately.

8. ***“Teamwork, Strength, Speed. Always Professional!”***

2 Encls


PHILIP A. HOYLE
LTC, SC
Commanding

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MEMORANDUM FOR

SUBJECT: Request to participate in the Alternative Work Schedule (AWS) Program

1. I, _____ request approval to participate in the AWS Program.
2. I understand the policy and procedures of the Alternative Work Schedule Program and agree to the conditions of the program.
3. I understand that my supervisor must approve this schedule.
4. I further understand that any request for changes to this schedule will be submitted in writing and must be approved by my supervisor prior to implementing the change.
5. I understand the AWS may be suspended during training, travel TDY and or extraordinary mission requirements.
6. Program requested:
 - a. () 5/4-9 work schedule
 - b. () Flexible Work Schedule
7. Tour of duty requested:

Day	Week 1		Total Hours	Week 2		Total Hours
	Arrive	Depart		Arrive	Depart	
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

Enclosure (1)

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8. I understand that if a holiday falls on my RDO, the 'in lieu of holiday' is recognized as the following workday.

9. Request the new schedule become effective _____ .

10. POC for this memorandum is the undersigned, DSN XXX-XXXX.

JOHN DOE
GS -XX, DAC
Section

Approved: _____ Disapproved: _____

Supervisors Name: _____

Supervisors Signature: _____

Appendix A

Handbook on Alternative Work Schedules

h. Holiday Pay (When No Work Is Performed)

(1) A full-time employee on a CWS who is relieved or prevented from working on a day designated as a holiday (or an "in lieu of" holiday under 5 U.S.C. 6103(b) or (d) or section 3 of E.O. 11582) by Federal statute or Executive order is entitled to his or her rate of basic pay for the number of hours of the compressed work schedule on that day. (See 5 CFR 610.406(a).)

(2) If a holiday falls on a day during a part-time employee's scheduled tour of duty and the employee is relieved or prevented from working on that day, the employee is entitled to his or her rate of basic pay for the number of hours he or she normally would have been scheduled to work that day. (See 5 CFR 610.406(b).)

(3) Determining "in Lieu of" Holidays when Holidays Fall on Nonworkdays

(i) Nonworkdays Other than Sunday. Except as provided in subparagraphs (ii) and (iii) below, if a holiday falls on a nonworkday of the employee, the employee's preceding workday will be the designated "in lieu of" holiday. (See 5 U.S.C. 6103(b).)

(ii) Sunday Nonworkday. Except as provided in subparagraph (iii) below, if the holiday falls on the Sunday nonworkday of an employee, the subsequent workday will be the employee's designated "in lieu of" holiday. (See section 3 of E.O. 11582.)

(iii) Agency rules. Under 5 U.S.C. 6103(d), the head of an agency may prescribe rules under which a different "in lieu of" holiday is designated than would be required under 5 U.S.C. 6103(b), E.O. 11582, or the terms of any collective bargaining agreement, for full-time employees on compressed work schedules when the head of an agency determines that a different "in lieu of" holiday is necessary to prevent an "adverse agency impact." The term "adverse agency impact" is defined in 5 U.S.C. 6131(b).

(iv) Under its authority to determine the administrative workweek (5 CFR 610.111), an agency may change an employee's schedule (and scheduled days off) for operational reasons. Schedule changes must be documented and communicated to employees in advance of the start of an administrative workweek except when the criteria in 5 CFR 610.121(a) apply. (Also, see 5 CFR 610.121(b)(2).)