



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON, PRESIDIO OF MONTEREY
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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy # 15, Tour of Duty and Alternate Work Schedule (AWS) Program

1. References:

- a. Negotiated Agreement between Defense Language Institute, Presidio of Monterey, CA and American Federation of Government Employees Local 1263, 28 August 2014.
- b. DoDI 1400.25 Vol 610, DoD Civilian Personnel Management System: Hours of Duty, 28 Nov 2014.
- c. IMCOM Regulation 690-610, Civilian Personnel Work Schedules, 15 May 2014.
- d. AR 600-63, Army Health Promotion, 14 April 2015.
- e. Code of Federal Regulations, 5 CFR, Chapter I, Part 610, Subpart D, Flexible and Compressed Work Schedules, 1 January 2006.
- f. Title 5, United States Code, Chapter 61, Subchapter II, Flexible and Compressed Work Schedules, 20 January 2004.
- g. U.S. Policy of Personnel Management, Handbook on Alternative Work Schedules, available on line at <http://www.opm.gov/oca/aws/>.

2. Purpose: To provide United States Army Garrison, Presidio of Monterey (USAG, POM), policy concerning Tour of Duty and Alternate Work Schedule (AWS) for Civilian employees. The purpose of AWS is to better balance work, personal and Family responsibilities.

3. Applicability: This policy memorandum applies to all full-time USAG, POM Civilian bargaining and non-bargaining unit employees who volunteer to participate in an AWS Program. Supervisors at all levels may identify those areas and employees where an AWS is not implemented because of the work situation; e.g. security guards, shift operations, etc.

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4. Proponent: The U.S. Army Garrison (USAG), Directorate of Human Resources (DHR), IMPM-HR. The point of contact is the Director, DHR at (831) 242-7099. This policy memorandum supersedes Command Policy Memorandum #18, Tour of Duty and Alternate Work Schedule (AWS) Program, dated 28 Dec 2012 and remains in effect until cancelled or superseded in writing.

5. Definitions:

a. Alternate Work Schedule. An umbrella term used to describe any schedule other than the traditional (8 hours per day, 5 days per week) work schedule. There are two categories of AWS: Flexible Work Schedule (FWS) and Compressed Work Schedule (CWS). Shift work is also considered an AWS.

b. Flexible Work Schedule. Fixed times of arrival and departure are replaced by a workday composed of two different types of time: Core hours and flexible hours.

(1) Core hours. For the purpose of this policy, core hours are defined from 0900 to 1500 with an unpaid lunch period taken between 1100 and 1300 hours. All non-shift employees are required to be present for work during the core hours except for authorized leave, scheduled/authorized breaks and lunch periods.

(2) Flexible hours. That portion of the work day within which an employee may arrive or depart with supervisor approval and written documentation.

Flexible hours	Core hours plus Lunch period	Flexible hours
0600 0900	0900-1500	1500 1800

c. Compressed Work Schedule. A fixed work schedule that enables a full-time employee to work 80 hours per pay period in less than 10 workdays.

d. Normal time. An 8-hour duty day from 0745-1645 with a one hour lunch period.

e. Lunch Period. Employees will normally be allowed a 60 minute non-paid lunch break that will normally be scheduled between 1100 and 1300 hours with supervisor approval. Employees who wish to take a 30 minute non-paid lunch break may do so

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after appropriate notification to and approval by their supervisor. Employees may not shorten their duty day by working during or skipping the lunch period. In accordance with reference 1.d., participation in fitness programs is encouraged via flexible work schedules, credit hours, and compensatory time. A variable workday schedule may be granted to extend the lunch periods by up to two and one half hours to allow for wellness activities. In accordance with reference 1.d., paid wellness time may not exceed a total of three hours per week and participation in the Army Wellness Program is limited to one time during their career.

f. Timekeeping Record. A document used to record all arrival and departure times.

6. Policy:

a. The USAG, POM policy is to balance work schedule, personal and family responsibilities while ensuring the mission is accomplished at or above standards. Therefore, USAG, POM will consider requests for AWS on an individual basis.

b. The AWS approval authority for Directors and Office Chiefs is the Deputy Garrison Commander (DGC). For all other garrison employees, the approval authority is the Director or Office Chief. Requests for AWS are submitted in writing through the employee's immediate supervisor.

c. Employees must have the approval of their immediate supervisor and Director or Office Chief based on assigned duties and mission requirements.

d. Eligible USAG, POM Civilian personnel are authorized to work a CWS or FWS with supervisor's approval. Should the performance of an employee on AWS fall below the satisfactory level, that employee may be removed from the AWS and returned to a "normal time" schedule.

e. When considering approval of requests for FWS or CWS, supervisors must still ensure that all offices maintain at least minimal staffing for the entire normal duty day, 0745-1645.

f. Supervisors may approve an AWS on a trial basis (e.g., 90 days) to determine whether AWS can be supported without having an adverse impact on mission accomplishment. In small offices where AWS cannot be implemented for every employee at the same time, rotating AWS participation may be authorized for employees so that all have the opportunity to benefit from AWS without an adverse impact on mission accomplishment. Each rotation period shall not be less than three months duration.

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g. Supervisors should cross train appropriately qualified employees within small offices to lessen the impact on mission support requirements when employees are on an AWS.

h. An individual employee's participation in the AWS Program may be temporarily suspended at any time to meet mission requirements, failure to maintain eligibility, or if it is determined an employee is abusing the privilege. Should the AWS be temporarily suspended, the employee will be given notice of at least one pay period. AWS for non-bargaining unit employees may be terminated with one pay period notice. Supervisors will follow the procedures in reference 1.a. to terminate AWS for bargaining unit employees. In order to meet mission requirements, a supervisor has the authority to direct an employee's presence for duty at a precise time with sufficient notice.

7. Responsibilities:

a. Directors and Office Chiefs will:

(1) Ensure that AWS are offered to their employees equitably and to the fullest extent possible to meet employee desires while meeting mission requirements.

(2) Provide guidance to their supervisors and employees regarding AWS policies and ensure their understanding of established procedures.

(3) Maintain special awareness of any difficulties or advantages experienced.

(4) Establish work schedules consistent with stated policies.

(5) Ensure full compliance with established requirements, especially for time and attendance procedures.

(6) Act as the approval authority on all AWS requests.

b. Supervisors will:

(1) Ensure their organizations are properly and sufficiently staffed to meet mission needs at all times.

(2) Ensure employees are treated fairly and equitably with respect to scheduling requests.

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(3) Ensure employees are present for duty during core hours unless in an approved leave status or participating in wellness activities not to interfere with normal duties.

(4) Adjust employee's work schedule as required to accomplish the mission.

(5) Ensure timekeepers are kept updated in a timely manner of all work schedule changes.

(6) Allow temporary deviations from an approved work schedule to the extent possible.

(7) Maintain documentation regarding the establishment, revision, or termination of an employee's AWS.

(8) Ensure employees, with an approved FWS, accurately maintain time and attendance records using the Flextime Sign-in Sheet (Encl 1) and FWS Time and Attendance Records, POM 160 (Encl 2), and sign records.

c. Employees will:

(1) Have a full understanding that participation in the AWS program is a privilege and not an entitlement and follow the procedures established by their supervisors.

(2) Arrange a work schedule that meets both mission requirements and personal needs.

(3) Be flexible in adjusting work schedules to meet mission requirements as needed.

(4) Complete the Employee - Management AWS Agreement POM Form 155 (Encl 3) and submit it to their immediate supervisor.

(5) Advise supervisors of any difficulties or advantages in operations and work relations as a result of flextime.

(6) Complete the FWS Time and Attendance Records, POM Form 160 (Encl 2) and verify the records each pay period by signing POM Form 160 (Encl 2).

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8. Procedures:

a. The number of hours worked may not exceed 80 per pay period, unless there are requirements for overtime, compensatory time or credit hours approved in advance. Verbal approval followed by written documents must be completed before the end of each bi-weekly pay period.

b. Duty Hours. USAG, POM business hours are 0745-1645. Employees may request a start time between 0600 and 0900 hours Pacific Time. Employees' daily tour will end no earlier than 1500 and no later than 1800. Determination of the work hours for employees assigned shift work is based on the nature of the work and the security requirements. Emergency Services shift work personnel schedules will be determined by coverage requirements. Approving officials will ensure adequate coverage when approving AWS requests.

c. Compressed Work Schedule (CWS).

(1) A CWS is a fixed schedule that provides a bi-weekly basic work requirement of less than 10 workdays. A full-time employee has a basic-work requirement of 80 hours in a bi-weekly pay period, which may be scheduled for less than 10 workdays.

(2) There are two CWS options available to the USAG, POM Civilian employees: A 5-4/9 schedule which allows an employee to work eight 9-hour days and one 8-hour day in a bi-weekly pay period with a fixed Regular Day Off (RDO) each week; or a 4-10 schedule that allows the employee to work four 10-hour days each week in a bi-weekly pay period with two scheduled RDOs. Subject to approval, the employee may choose any day, Monday through Friday, in week one and/or week two of the pay period as the RDO(s) but once established, the RDO will be the same day each week.

(3) Once established, the employee will not change their RDO without providing justification and with supervisor approval. Frequent requests to modify a CWS may result in the termination of the privilege to participate in the CWS. When an employee working a CWS is on a Temporary Duty Assignment (TDY) schedule, the employee will revert to a traditional 8 hour work schedule for that entire pay period. Employees will also revert to a regular work schedule while on National Guard or Reserve duty, court leave, short-term or extended training.

d. Flexible Work Schedule (FWS).

(1) A FWS is an AWS composed of two different types of time: Core time and flexible time. Employees are expected to be at work during core hours unless they have authorized leave or are participating in wellness activities. Employees may arrive or

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depart during flexible hours. A FWS full-time employee has a basic-work requirement of 80 hours in a bi-weekly pay period in 10 workdays.

(2) Employees will sign in and out with their supervisor during flexible hours using the Flextime Sign in Sheet (Encl 1). The supervisor will sign POM Form 160 (Encl 2) and give it to the timekeeper at the end of each pay period as a permanent record of time and attendance.

e. Overtime (OT), Compensatory Time (CT) and Credit Hours (CH).

(1) Overtime (OT), compensatory time (CT) and credit hours (CH) involves work required by the organization and performed by an employee in excess of his/her normal duty hours. Use Automated Time and Attendance System (ATAAPS) to request OT, CT. Employees must include a justification and process the request through their supervisor and receive their approval before working the OT or CT. Justification must identify what work the employee will perform and show why they cannot accomplish the work during the normal duty day. Supervisors will require employees to use their accrued compensatory time within 26 pay periods and before requesting annual leave, except when the employee would forfeit annual leave.

(2) Credit Hours (CH). CH are those hours within a FWS that an employee elects to work in excess of his or her basic work requirement to vary the length of a workweek or workday. Use USAG, POM Form 159 Notification of Intent to Work Credit Hours (Encl 5) for requesting credit hours in advance of working CHs. Employees must include a work plan in the JUSTIFICATION section of the USAG POM Form 159. Employees are not paid basic pay or overtime pay for credit hours when they earn them. An employee may use CHs during a subsequent day, week, or pay period, with supervisory approval, to allow the employee to be absent from an equal number of hours of the employees basic work requirement with no loss of basic pay. Supervisors will approve the use of credit hours as part of the FWS request and credit hours will be tracked on the USAG, POM Form 160, FWS Record of Time and Attendance (Encl 2).

(a) Credit hours will be recorded by the employee in the Automated Time and Attendance System (ATAAPS) record using the code "CD – Credit Hours Earned" and "CN – Credit Hours Taken." The employee's supervisor will certify the CHs earned and taken in ATAAPS.

(b) The maximum number of credit hours that can be earned and carried forward from one pay period to the next is 24.

f. Participation. Employees will submit POM Form 155 (Encl 3) for approval of an AWS. Requests for FWS will also be requested and must be documented via the

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Flexible Work Schedule Template (Encl 4). This paperwork becomes part of the employee's official time and attendance records and will be maintained by the employee's timekeeper. Supervisors are responsible for ensuring that the employee complies with the terms of the AWS.

9. Leave. Approved time off must be charged to the appropriate leave category and in the appropriate amount. Employees working a CWS shall be charged leave in accordance with their basic work schedule. For example, if an employee takes leave on a scheduled 9 hour work day, then 9 hours leave will be charged. Employees on a FWS will be charged leave for all absences during core hours and less than 80 hours in a bi-weekly pay period.

10. Holiday. When a holiday falls on a day that an employee is regularly scheduled to work, the employee is entitled to basic pay for the number of hours of scheduled under CWS for that day. If two holidays are in the same period, 5-4/9 CWS employees will record the first holiday as an 8 hour day and the second as a nine hour day. If the holiday fall on the RDO, the preceding workday will be designated as an "in lieu of" holiday. Employees on an FWS will record a holiday as 8 hours.

11. Program Management. The DGC has overall responsibility for this program. Directors and Office Chiefs are responsible for ensuring compliance with the guidelines and intent outlined in this policy. Copies of approved AWS will be submitted to DHR.

12. The USAG, POM leadership and staff are dedicated and committed to the successful execution of the IMCOM mission to provide equitable, effective and efficient services to enable the well-being of Service Members, Civilians and Family Members, to sustain and improve the Army infrastructure and preserve the environment. IMCOM employees must provide adequate coverage of functions 5 days a week from 0745-1645 Pacific Time and any after-hours coverage as required on an on-call basis.

13. This policy memorandum will be distributed to all USAG, POM employees and will be provided to all incoming employees.

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