



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND AND FORT KNOX
1ST CAVALRY REGIMENT ROAD
FORT KNOX, KENTUCKY 40121-5123

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1 8 JUL 2014

MEMORANDUM FOR All United States Army Cadet Command (USACC) Civilian Employees and Supervisors of Civilian Employees

SUBJECT: Civilian Work Schedule Standard Operating Procedures (SOP)

1. References:

a. Department of Defense Instruction 1400.25, Volume 610 (DoD Civilian Personnel Management System: Hours of Duty), 6 April 2009.

b. Title 5, Code of Federal Regulations (CFR) 610

2. The purpose of this SOP is to implement Alternative Work Schedules (AWS) for employees of USACC.

3. All USACC employees will automatically be placed on a maxiflex work schedule upon arrival to USACC. However, with supervisory approval, employees may elect any of the work schedules outlined below by completing the work schedule form at enclosure 1. By providing different work schedule options, it will allow employees more flexibility in selecting a work schedule suitable in meeting both operational and personal needs. In providing this flexibility, it is anticipated that these options will increase morale, productivity, and customer care.

4. Roles and Responsibilities.

a. Supervisors are responsible for administering hours of duty policies and procedures including ensuring that allowing employees to work alternative schedules does not interfere with the mission of the organization or increase operating costs. Supervisors are responsible for ensuring leave requesting procedures and work hour options are clearly conveyed to all employees.

b. Employees are responsible for adhering to work schedule policies and procedures, including being present for work during the hours scheduled and accurately reporting hours worked each workday and pay period.

c. Supervisors are responsible for ensuring employees arrive and depart on time and not "suffering" or "permitting" employees to work outside their agreed upon schedule.

d. Supervisors may require an employee to change their work schedule from a compressed or flexible schedule when the employee is working outside the office (i.e., to attend training, detail to another position, etc.), for performance or misconduct related issues, or for not complying with policy.

e. Supervisors may require changes to employees' regular day off under a Compressed Work Schedule (CWS) for work related reasons. A regularly scheduled day off may also be changed at an employee's request based on extenuating circumstances with supervisor approval.

5. Work Schedules.

a. Fixed Work Schedule.

(1) Employees on a fixed work schedule have a basic tour of five 8-hour days, 40 hours per week. Employees must have a set arrival time between 0700 and 0900 and a set departure time between 1530 and 1800 and receive supervisory approval of established work hours.

(2) Glide Time: Does Not Apply

(3) Credit Hours: Do Not Apply

(4) Overtime: Hours of work that are officially "ordered in advance" or "suffered or permitted" to be worked, in excess of 8 hours in a day or 40 hours in a week constitute overtime.

(5) Late Arrival: Leave must be taken for any deviation from the fixed work schedule. It is not permissible to "make up the time."

(6) Supervisors may direct an employee to change his or her work schedule for a specified period of time with at least one week's notice in writing.

b. Maxiflex Work Schedule.

(1) Employees on a maxiflex work schedule have a basic requirement to complete 80 hours of work each pay period. Employees may adjust their arrival and departure times daily. However, a normal arrival and departure time must be agreed upon between the employee and supervisor.

(2) Glide Time: With supervisory approval, employees may adjust their arrival time daily.

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(3) Credit Hours: Employees may elect to earn credit hours subject to available work and supervisory approval.

(4) Overtime: Hours of work in excess of 8 hours in a day or 40 hours per week that are officially ordered in advance (by the supervisor) to be worked. If the supervisor asks an employee to stay beyond 8 hours in one day or 40 hours in one week, the employee may agree to stay for credit hours or for time off on a different day during the same pay period. If a supervisor orders an employee to work hours in excess of the number of hours the employee planned to work on a specific day but does not exceed 8 hours in a day or 40 hours in a week at the time they are performed, the supervisor may permit or require the employee to:

(a) Take time off on another day during the same pay period for a period of time equal to the number of extra hours of work ordered, or

(b) Complete the basic work requirement (80 hours in the biweekly pay period) and count the extra hours of work ordered as credit hours

(5) Late Arrival: Supervisory concurrence is required for adjustments to the agreed upon schedule.

(6) Supervisors may direct an employee to change his or her work schedule for a specified period of time with at least one week's notice in writing.

(7) Maxiflex work schedules are not intended to be substitutes for compressed work schedules (CWS). Employees will generally work 10 days during each pay period.

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

(1) Employees approved for a CWS will work eight 9-hour days and one 8-hour day each biweekly pay period with a fixed regular day off (RDO) for a total of 80 hours. Employees will generally arrive to work no earlier than 0700 and depart no later than 1800 and receive supervisory approval of established work hours.

(2) Directors of Primary and Special Staffs and Brigade Commanders have authority to approve CWS for their employees. The Chief of Staff has authority to approve CWS for Command Group employees.

(3) With supervisory approval, employees may choose any day, Monday through Friday, in either week one or week two of the pay period as their RDO. Once established, employees will not change their RDO without providing justification and gaining supervisory approval. Frequent requests to modify a CWS may result in

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termination of a CWS. Supervisors are responsible for ensuring the office is sufficiently covered each day during the pay period

(4) When an employee working a CWS is on Temporary Duty (TDY) assignment, the employee will revert to a fixed work schedule of 8 hours per day, Monday through Friday for the entire pay period. Employees will also revert to a fixed work schedule while on National Guard or Reserve duty, court leave, short-term training, and extended training.

(5) Glide Time: Does not apply

(6) Credit Hours: Do not apply

(7) Overtime: Hours of work that are officially "ordered in advance" or "suffered or permitted" to be worked, in excess of an employee's scheduled number of hours in a day. Employees working a CWS shall not generally be authorized to work overtime or compensatory time. However, there may be some instances where overtime or compensatory time is warranted. Employees on a CWS who work overtime and/or compensatory time on their normal day off three (3) or more times in a six month period will be removed from the CWS and be placed on a normal work schedule.

(8) Late Arrival: Leave must be taken for any deviation from the fixed work schedule. It is not permissible to "make up the time."

(9) The following employees are not eligible for a CWS:

- (a) Employees serving on a probationary or trial period,
- (b) Employees whose rating of record is less than fully successful
- (c) Employees who have received a disciplinary action within the last 12 months
- (d) Employees with time and attendance issues who have been placed on a leave restriction letter
- (e) Employees on a performance improvement plan (PIP)
- (f) Sole Human Resources Assistants (HRA) and Supply Technicians at colleges and universities
- (g) Recruiting Operations Officers (ROO) / Recruiting Operations Specialists (ROS)

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(10) Supervisors may direct an employee to change his or her work schedule for a specified period of time with at least one week's notice in writing.

(11) Employees wishing to work a CWS must submit a request in writing to their immediate supervisor. The supervisor will route the request through the chain of command to the appropriate approval authority. Directors of Primary and Special Staffs and Brigade Commanders may disapprove requests based on mission requirements or employee performance.

6. Lunch Breaks.

a. All work schedules will include an unpaid lunch break between the hours of 1100 and 1300, with supervisory concurrence, in addition to the daily work hours.

b. Employees will designate the length of the lunch break desired when requesting their work schedule, but it must be at least 30 minutes and no more than 90 minutes.

c. Employees on the maxiflex work schedule who wish to extend their designated lunch break may do so with advanced supervisory approval.

d. Employees on a fixed work schedule may not extend their lunch break and make up the time later.

e. Employees cannot combine unpaid breaks with their lunch break.

f. Employees cannot work through lunch to depart early at the end of the work day.

7. Credit Hours.

a. Credit hours are hours that an employee elects to work in excess of his or her basic 80 hour pay period.

b. Employees must request and receive permission from their supervisor to work credit hours.

c. An employee may earn up to four credit hours per day.

d. An employee may not carry over more than 24 credit hours from one pay period to another. Credit hours in excess of 24 at the end of the pay period will be forfeited.

e. Supervisors may not require employees to work credit hours in lieu of overtime or compensatory time for work officially ordered in advance.

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f. An employee may not be paid overtime pay, Sunday premium pay, or holiday premium pay for credit hours.

g. Credit hours must be earned prior to using them and may only be used after submitting an appropriate leave request on Office of Personnel Management (OPM) Form 71 and receiving supervisory approval.

h. Credit hours earned will be annotated in the Automated Time Attendance and Production System (ATAAPS) as "CD".

i. Employees on CWS are not eligible to earn credit hours.

8. Holidays.

a. Civilian employees are entitled to all Federal holidays prescribed by law or executive order.

b. Civilian employees will not work on Federal holidays unless approved by their Director or Brigade Commander.

c. Holiday leave for all Federal holidays will be annotated in ATAAPS as "LH". Employees must be in a pay status on the business day before or the business day after a holiday to receive holiday leave.

d. Directors and Brigade Commanders will only approve employees to work on holidays if it is required by the mission.

e. Employees who work on a holiday are entitled to holiday premium pay, which will be annotated in ATAAPS as "HG".

f. For employees on a CWS: 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 scheduled under CWS for that day. If two holidays are in the same pay period, CWS employees will record the first holiday as an 8-hour day and the second holiday as a 9-hour day. If the holiday falls on the RDO, the employee's preceding work day will be designated as an "in lieu of" holiday.

9. Inclement Weather and School Closings.

a. It is an employee's responsibility to watch for reports and updates on the status of the installation or college/university during inclement weather. In the event of inclement weather, supervisors may authorize the use of liberal leave without the usual 10-day notice.

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b. If an employee's place of duty has delayed reporting, the employee has extra time to report to work not to exceed the length of the delay. If an employee reports to work beyond the length of the delay, s/he must receive supervisory approval for use of annual leave or compensatory time for the additional delay, or the employee will be charged as absent without official leave (AWOL). With supervisory approval, employees on flexible schedules may make up the time at the end of the day or on another day.

c. Employees who do not report to work on a day when delayed reporting is authorized must receive supervisory approval to use annual leave or compensatory time for the full day, or the employee will be charged AWOL. With supervisory approval, employees on flexible schedules may make up part or all of the time on another day(s).

d. If an employee's place of duty has an early release, s/he will be granted administrative leave only for the time authorized to depart early only if they are at work when the early departure is granted.

e. Employees who do not report to work on a day when an early release is authorized must obtain supervisory approval to use annual leave or compensatory time for the full day, or the employee will be charged AWOL. With supervisory approval, employees on flexible schedules may make up part or all of the time on another day(s).

f. If an employee's place of duty is closed for the entire workday due to inclement weather, s/he will be granted administrative leave for the full day. Brigades are responsible to notify DCS, G1, Civilian Personnel Division (CPD) when schools are closed for timekeeping purposes.

g. If the closure is known in advance, supervisors will make every attempt to utilize flexible tools such as ad-hoc telework or alternate work locations for the period of closure. When an employee's place of duty is closed for a planned shutdown (i.e., Christmas or other scheduled period) and employees cannot be assigned other work or assigned an alternate duty location, employees may not be excused (placed on administrative leave). In these cases, employees should be carried in an appropriate leave status (i.e., annual leave, compensatory time earned, credit hours or leave without pay).

10. Failure to adhere to the procedures in this SOP may result in appropriate disciplinary action.

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11. Point of Contact for this action is Karen Lennon, karen.d.lennon.civ@mail.mil, (502) 624-1124.

FOR THE COMMANDER:



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COL, GS
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