

Hours of Work for U.S. Government Civilian Employees

References:

- a. 5 Code of Federal Regulations (CFR), Part 610, Hours of Duty, Subparts A, B, and D.
- b. DOD Instruction 1400.25, Volume 610, Hours of Duty.
- c. 5 CFR, Part 550, Subpart A-Premium Pay, Sees 550.111 to 550.114, and Subpart N-Compensatory Time Off for Travel.
- d. Office of Personnel Management "Handbook on Alternative Work Schedules," December 2006.
- e. Army in Europe regulation AE 690-990-100 (Alternative Work Schedules)
- f. Army in Europe pamphlet AE 690-630 (Excused Absence)

1. PURPOSE. This Instruction prescribes policy and procedures with regards to hours of work for U.S. government civilian employees, ensuring compliance with Office of Personnel Management (OPM), Department of Defense (DoD) and Department of the Army (DA) guidance. This Instruction is to be used in conjunction with **Command Policy** Leave and Absence of U.S. Government Employees, and **Command Policy**-Leave Administration Procedures for U.S. Government Employees.

2. CANCELLATION. None.

3. APPLICABILITY. This instruction applies to U.S. government civilian employees of **your command name**, unless specified otherwise in interagency agreements. This directive is not applicable to employees covered under who **are not covered**.

4. POLICY. This Directive establishes policy pertaining to hours of work for U.S. government civilian employees. It defines a normal tour of duty; establishes core hours of operation; defines requirements for the scheduling and usage of overtime and compensatory time; and sets forth policy and procedures regarding the implementation of an Alternative Work Schedule (AWS) Program. *The supervisor is responsible for establishing the work schedule for their employee before the beginning of each pay period.*

a. **Normal Tour of Duty (NTD).** The normal tour of duty hours for employees not utilizing an AWS Schedule is a basic 5-day, 40-hour workweek schedule; Monday through Friday, 0800 to 1700, with a set one hour lunch break.

b. **Core Hours.** All civilian personnel working either the NTD or AWS work schedule must be present during the core duty hours of 0900-1530. With the exception of the lunch break, employees who are not in a leave status or using accrued "compensatory time" or "credit hours" must be in a duty status during these hours.

c. **Lunch Breaks.** Lunch breaks will normally be taken between the hours of 1100 and 1300 unless the employee is on an approved shift work schedule. The supervisor may approve deviations if he/she deems it appropriate.

(1) Employees utilizing AWS may choose to take a set 30, 45 or 60 minute lunch break during which time they are free from duty

(2) Length of lunch breaks will be annotated on the Work Schedule Form (Enclosure **?**) at the time a work schedule is requested and approved.

(3) Lunch breaks may not be scheduled at the end or beginning of the duty day (4)

Should it become necessary on a workday, due to mission requirements, for management to require an employee to adjust their scheduled lunch time, reasonable notice will be given to the employee.

d. Alternative Work Schedule (AWS) Program.

(1) General Principles.

(a) **Your Command** supports the use of AWS to the maximum extent that mission requirements permit and has established guidelines for Flexible Work Schedules (FWS). Compressed work schedules, allowing for one or more days off per pay period are approved on case by case basis at this time. Where it is compatible with the nature of the work, and circumstances permit the operation of an AWS without negative impact on mission accomplishment, a reasonable effort will be made to accommodate individual work schedule requests. In establishing work schedules and arrival and departure times for civilian employees, supervisors will consider the maintenance of a balanced workforce to ensure efficient conduct of the Command's mission, including effective response to emergency situations. In the interest of mission accomplishment, supervisors may require employees to work an NTD schedule.

(b) All employee participation in an AWS will be on a voluntary basis. Employees wishing to participate will request to do so in writing to their immediate supervisor. Full-time personnel who do not request to participate will work an NTD schedule.

(c) A supervisor who denies requested participation in an AWS must notify the employee in writing.

(d) Organizational timekeepers must be advised as to the work schedule of employees for whom they are responsible, so that the proper work schedule code may be entered into each employee's automated record within the Automated Time, Attendance, and Production System (ATAAPS). Employees will complete the Work Schedule Form (Enclosure ?) and forward to their immediate supervisor for approval, signature, and subsequent forwarding to the assigned timekeeper.

(e) Employees will have a fixed schedule, consistent with the parameters of the work schedule option under which they are working (See Work Schedule Matrix, Enclosure A). The established schedule will consider employee preferences within the constraints of mission requirements. Once established, the employee must adhere to that schedule unless it is officially changed.

(f) During periods of travel and/or training the supervisor and employee will determine the appropriate work schedule before scheduling travel or training. Generally, employees will work the schedule of the temporary duty station or training facility. Employees may remain on the AWS schedule only if they can work the total hours required for each day, and the travel or training schedule is compatible with their AWS schedule. If the scheduled travel or training is not compatible with the employees AWS schedule, the employee will work an NTD schedule for that pay period. If changed to an NTD, the employee will remain on that work schedule for the entire pay period(s).

(g) At the supervisor's discretion, employees may be excluded from the AWS for periods of at least one pay period to accomplish special projects or other relevant management-directed actions. Affected employees will be given a minimum of 14 calendar days' notice of such requirements, unless adherence to this notice would have an adverse impact on the mission/workload requirements. Should it become necessary to effect such exclusion during the AWS workweek, the employee will be granted the appropriate amount of overtime pay/compensatory time off for any additional time already worked.

(h) Individual work schedules that combine the unique attributes of flexible and compressed work schedules (called hybrid work schedules) are **not** authorized.

(2) Schedule Changes.

(a) Employees who wish to change their established schedules must make a written request and receive supervisory approval at least one pay period in advance of the change. Generally, work schedules will be in effect for a minimum of 1 year, to assist in mission planning and continuity of support. However, the work schedule of an individual or organizational component may be changed more frequently by the supervisor if necessary to effectively meet work requirements, or at an employee's request, as in the case of personal hardship. Once established, work schedule changes should be kept to a minimum. Any approved schedule change will begin only at the start of a pay period.

(b) If the supervisor determines that the AWS has adverse mission impact, thereby necessitating a change, the affected employee(s) will be given as much written notice as possible, with a minimum of one pay period being required.

e. Flexible Work Schedule (FWS). Under a FWS, full-time employees work 10 days, eight hours per day, in an 80 hour pay period. With the approval of the supervisor, the employee may; however, establish arrival and departure times differing from the normal tour of duty hours as follows:

(1) Day Shift Employees: All employees must have a fixed tour, with clearly identified hours of duty, i.e. the same reporting and departure times each day. The duty day may begin no earlier than 0630, or at 15 minute intervals thereafter, and must end not later than 1800.

(2) Swing- and Night-Shift Employees: Organizations having employees who regularly work shift schedules must have established FWS parameters, to include explicitly established core hours. Approved schedules will be submitted to chain of command for review and approval prior to implementation to ensure regulatory compliance.

(3) Credit Hours: Employees on an FWS schedule are authorized to earn credit hours. These are hours worked in excess of the basic workweek that are not ordered by management (such as compensatory or overtime hours). Employee requests for credit hours must be approved in advance by management. Credit hours may not be used before they are earned. Supervisors will verify that there is sufficient workload to support the additional hours; that the request is in the best interest of the command mission; and, that there is no performance or conduct issues present that would require work to be performed only during the normal duty day when adequate supervision is available.

(a) The flexible band during which credit hours may be earned is from 0600-

2300, Sunday through Saturday.

(b) Credit hours are accrued in 15 minute increments. When an employee works less than the full 15 minutes, he/she will always round down to the last full quarter hour worked.

(c) Employees may carry a maximum of 24 credit hours between pay periods. Hours in excess of this amount will be forfeited.

(d) Credit hours may be used in lieu of annual or sick leave on occasions when the employee wishes to take time off from work. Requests for use of credit hours must be submitted to the immediate supervisor and approved prior to the absence.

(f) Employees who are no longer subject to a flexible work schedule will be paid for accumulated credit hours at their current rate of pay.

f. Contingency Situations. In emergency or contingency situations, organizations are authorized to make deviations in normally established work schedules, to include adjustment of core hours and on-call/standby requirements. These deviations should last no longer than mission requirements clearly necessitate, and should be coordinated through the Chain of Command to ensure no adverse impact.

(See **Command Policy** for further guidance).

g. Overtime. Overtime identifies hours worked in excess of the regularly scheduled work week when they are **officially ordered in advance** by the appropriate management authority. Directorate Chiefs will establish a written internal process for the approval and documentation of overtime. Member of the Senior Executive Service (SES) are not eligible for overtime pay or compensatory time in lieu of overtime pay. (See **Command Policy** for further guidance).

h. Compensatory Time. Compensatory time is an alternate method of payment for management-directed overtime. In lieu of salary, employees are given paid time away from the work place equal to the number of overtime hours worked. Compensatory time must be requested and **approved in advance** by the appropriate management authority the request must include that dates when compensatory time earned will be used (See **Command Policy** for further guidance).

(1) Employees whose basic rate of pay is equal to or less than GS-10, step 10, may request compensatory time instead of paid overtime. They may not be required to substitute compensatory time for overtime pay.

(2) Employees whose rate of basic pay is in excess of GS-10, step 10, may be directed by management to take compensatory time in lieu of overtime pay.

(3) Compensatory time should be taken as soon as possible after it is earned. If not used within 26 pay periods following the time it is earned, the employee will be paid at the overtime rate in effect at the time the hours were worked. **A memorandum of justification for compensatory time paid will be submitted to the Department Chief**

i. Compensatory Time Off for Travel. Compensatory time off for travel is earned by an employee for time spent in a travel status away from the employee's official duty station when such time is not otherwise compensable, i.e. outside of regular working hours. To be creditable, travel must be officially authorized. Compensatory time must be requested and **approved in advance**; therefore employees should submit a request to their supervisor prior to the actual

travel, basing the time requested on the travel itinerary. Should the employee encounter delays once travel begins, the time requested may be adjusted to include the additional time. SES employees are not eligible for compensatory time off for travel. (See **Command Policy** for further guidance).

(1) Compensatory time off for travel should be taken as soon as possible after it is earned.

(2) Unlike regular compensatory time, compensatory time off for travel does not convert to paid time. Any time not used within 26 pay periods of being earned will be forfeited.

5. **DEFINITIONS.** None.

6. **RESPONSIBILITIES.** **Your designated office** is responsible for the development and provision of civilian personnel policy guidance for **your Command** and, through the Civilian Personnel Branch, ensures **your designated office** prepares and disseminates information regarding hours of work requirements and Alternate Work Schedule (AWS) programs. **Your designated office** will work with organizations having employees who regularly work shift schedules to ensure they have established FWS parameters, to include explicitly established core hours; and that they meet all CFR/DoD and Command policy requirements.

a. Supervisors of **your Command** U.S. government civilian employees are responsible for:

(1) Establishing set work schedules for all employees that comply with requirements set forth in this instruction; offering employees maximum opportunity to take full advantage of the AWS option; managing AWS so there is no adverse mission impact; and taking immediate steps to rectify adverse impact when it occurs.

(2) Assuring that employees earning credit hours accomplish meaningful, mission related work.

(3) Scheduling work to minimize the need for overtime.

(4) When overtime or compensatory time is necessary based on mission requirements, ensuring it is ordered and approved in advance.

(5) Making reasonable efforts to encourage employees to use accrued compensatory hours in a timely manner.

(6) Verifying the accuracy of time and attendance (T&A) reports prior to submission. Supervisory electronic approval through the use of ATAAPS, or signature on a T&A report if ATAAPS is not available, constitutes confirmation of information accuracy. Supervisors will be held accountable for erroneous T&A reports.

b. All **your Command** government civilian employees are responsible for: (1)

Adhering to established schedule requirements.

(2) Submitting requests for schedule changes in a timely manner.

(3) Scheduling the use accrued compensatory hours as soon as the work schedule permits but no later than 5 pay periods before it expires.

(4) Submitting timely and accurate T&A reports through ATAAPS, or on a T&A report if ATAAPS is not available. Employees who knowingly submit false T&A information will be subject to disciplinary action.

7. **SUGGESTION FOR IMPROVEMENT.** The proponent for this Instruction is **your designated office**

8. **SUMMARY OF CHANGES.** None

9. **RELEASABILITY.** RESTRICTED. This Instruction is approved for restricted release.

10. **EFFECTIVE DATE.** This instruction is effective immediately. Implementation of AWS is effective DD//MM//YYYY.

Enclosures:

- A. Work Schedule Matrix
- B. Work Schedule Form
- C. Compensatory Time for Travel
- D. Guidance regarding OT/CT
- E. Guidance during increased Operations Tempo

ENCLOSURE A
WORK SCHEDULE MATRIX

Schedule	NTD Normal Tour of Duty	FWS Flexible Work Schedule
Work Hours per Day	8	8
Core Hours	0900-1530	0900-1530
Start Times	0800	Fixed time between 0630 and 0900**
End Times	1700	Fixed time between 1530 and 1800**
Lunch	1 hour	30, 45 or 60 minutes
Use of Credit Hours Authorized	NO	YES
ATAAPS Code	0	1

****PLEASE NOTE:** Start and End times are fixed and remain the same for each workday of the pay period, but may be set at 15 minute intervals between the hours listed. A set lunch time length must be chosen if utilizing an FWS schedule and must be taken into account when setting Start and End times, i.e. employee choosing a 30 minute lunch time must set Start and End times 8.5 hours apart.

Please Note: Work schedule changes may only begin on the 1st day of a pay period and must be submitted at least 1 pay period prior to the date of change.

Employee Name _____

TEAM: _____ As of Pay Period Beginning: _____

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
WEEK1						
Start Time						
End Time						
Length of Lunch						
WEEK2						
Start Time						
End Time						
Length of Lunch						

Supervisor Name: _____ Supervisor Approval
 Signature/Date: _____ (Submit to assigned organization timekeeper once completed)

Timekeeper Name: _____ Signature/Date ATAAPS updated:

Sample Schedule using Flexible Work Schedule-with a 45 minute lunch break

Employee Name: JOE W. SMITH UC _____ As of Pay _____
 Period Beginning: Pay period begin date

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
WEEK 1 of the Pay Period						
Start Time		0715	0715	0715	0715	0715
End Time		1600	1600	1600	1600	1600
Length of lunch		45min	45min	45min	45min	45min
WEEK 2 of the Pay Period						
Start Time		0715	0715	0715	0715	0715
End Time		1600	1600	1600	1600	1600
Length of Lunch		45 min	45min	45min	45min	45min

Supervisor Name: _____

Supervisor Approval Signature/Date: _____

(Submit to assigned organization timekeeper once completed)

Timekeeper Name: _____

Signature/Date ATAAPS updated: _____

ENCLOSURE C COMPENSATORY TIME OFF FOR TRAVEL

1. Time in a travel status includes the following:
 - (a) Time spent traveling between the official duty station and a temporary duty station.
 - (b) Time spent traveling between two temporary duty stations; and
 - (c) The "usual waiting time" preceding or interrupting such travel (e.g. waiting at an airport or train stations prior to departure).
2. An "extended" waiting period, i.e., an unusually long wait during which the employee is free to rest, sleep, or otherwise use the time for his or her own purposes, is not considered time in a travel status.
3. Travel outside of regular working hours between an employee's home and a temporary duty station or transportation terminal outside the limits of his or her official duty station is considered creditable travel time. However, the agency must deduct the employee's normal home-work/work-to-home commuting time from the creditable travel time.
4. Travel outside of regular working hours between a worksite and a transportation terminal is creditable travel time, and no commuting time offset applies.
5. Travel outside of regular working hours to or from a transportation terminal within the limits of the employee's official duty station is considered equivalent to commuting time and is not creditable travel time.
6. Compensatory Time Off for Travel is forfeited under the following circumstances:
 - (a) If not used by the end of the 26th pay period after the pay period during which it was earned;
 - (b) Upon voluntary transfer to another agency/department;
 - (c) upon separation from the Federal Government.
7. Under no circumstances may an employee receive payment for unused compensatory time off for travel.
8. Members of the Senior Executive Service are not eligible for compensatory time off for travel.

ENCLOSURE C
 WORKSHEET for COMP TIME FOR TRAVEL
 (Departing for TDY)

Departure From: _____
 Day and Date of Departure: _____

Regular Tour of Duty: Start Time _____ Normal workday commute time: _____ minutes
 to Stop Time _____

NOTE: Keep same time zone as departure location when leaving. Keep same time zone as return location when coming back.

Start Time	Stop Time	Total# Hours <i>Outside of normal commute time or outside Tour of Duty</i>	Notes
Drive to TOY or Airport (minus normal commute)			
Wait at airport			2 hr domestic maximum 3 hr international maximum (unless flight delays occur)
Flight time 1st flight			All time is creditable
Wait at airport			2 hr domestic maximum 3 hr international maximum (unless flight delays occur)
Flight time 2nd flight			All time is creditable
Wait at Airport			2 hr domestic maximum 3 hr international maximum (unless flight delays occur)
Flight time 3rd flight			All time is creditable
Drive to hotel			From arrival at airport to arrival at hotel
Drive between temporary duty stations			If applicable All time is creditable
Subtract meal times			No credit for Comp travel

TotalComp/Travel Time		Must be used with 26 pay periods
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WORKSHEET for COMP TIME FOR TRAVEL
(Return from TDY)

ACI1400.13
30 June 2011

Departure From: _____

Day and Date of Departure: _____

Regular Tour of Duty: Start Time _____ Normal workday commute time: minutes

to Stop Time _____

NOTE: Keep same time zone as departure location when leaving. Keep same time zone as return trip location when coming back.

	Start Time	Stop Time	Total# Hours <i>Outside of normal commute time or outside Tour of Duty</i>	Notes
Drive to Airport or work/ home (minus normal commute)				
Wait at airport				2 hr domestic maximum 3 hr international maximum (unless flight delays occur)
Flight time 1st flight				All time is creditable
Wait at airport				2 hr domestic maximum 3 hr international maximum (unless flight delays occur)
Flight time 2nd flight				All time is creditable
Wait at Airport				2 hr domestic maximum 3 hr international maximum (unless flight delays occur)
Flight time 3rd flight				All time is creditable

Drive to work or home (minus normal commute)			From arrival at airport to arrival at work or home
Subtract meal times			No credit for Comp/Travel
TotalComp/TravelTime			Must be used with 26 pay periods

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ENCLOSURE D

GUIDANCE REGARDING THE GRANTING OF OVERTIME AND COMPENSATORY TIME FOR GOVERNMENT CIVILIAN EMPLOYEES

1. Overtime (OT) identifies hours worked in excess of the regularly scheduled work week when they are officially ordered in advance by the appropriate management authority. Overtime pay is documented in 1 minute increments and paid out as follows:

a. Employees whose rate of basic pay is at or below the GS-10 step 1, are paid at the rate of 1.5 times their basic pay;

b. Employees whose rate of basic pay is greater than the GS-10 step 1, are paid at the GS-10 step 1 overtime rate (this OT amount is currently \$32.90 per hour) or the employee's regular rate of pay, whichever is greater.

An employee is paid for overtime work performed on a Sunday or a holiday at the same rate as for overtime work performed on any other day.

2. Compensatory time (CT) is an alternate method of payment for management-directed overtime. In lieu of salary, employees are given paid time away from the work place equal to the number of overtime hours worked. Like overtime, compensatory time must be approved in advance by the appropriate management authority. CT is documented in 15 minute increments and should be taken as soon as possible after it is earned. Earned CT is reflected on an employee's Leave and Earning Statement and can be utilized in the same manner as Annual Leave. If not used within 26 pay periods following the date, unused CT is paid out to the employee at the overtime rate in effect at the time the hours were worked.

PLEASE NOTE:

a. Employees whose rate of basic pay exceeds the GS-10, step 10, may be directed by management to take compensatory time in lieu of overtime pay.

Guidance to Managers

a. For employees whose rate of pay is equal to or less than the GS-10 step 10

Prior to ordering employees at the GS-10 step 10 or lower to work hours in excess of the regularly scheduled work week, supervisors need to understand the financial implications of their actions. These employees will be paid at the overtime rate described above, which in some cases could be significantly higher than their regular rate of pay (please refer to the hourly salary table below). The effect to the organization's budget is an immediate one.

If the employee should request compensatory time in lieu of overtime pay, the manager has the final approval authority. Supervisors should review the employees' annual leave and CT balances in ATAAPS and the leave availability report, as well as the salary table below before making a decision. Remember that employees should take the CT as soon as possible after it is earned but not later than 5 pay periods before it pays out or it will be paid out in salary if not used after one calendar year (a delayed impact to the organization's budget). If an employee already has a large accrual of use or lose annual leave and/or CT hours that mission workload will not allow prompt usage of, managers need to weigh the delayed vs. immediate costs in making their decision to grant the employees request. Managers can choose to a) grant the request for CT for all hours worked; b) deny the request for CT. or c) grant CT for a portion of the hours and OT for the remainder.

b. For employees whose rate of pay is above the GS-10 step 10:

Supervisors need to understand the financial and workload implications when determining whether to pay these employees OT, grant CT or utilize a combination of both. Supervisors should review the employees' annual leave and CT balances in ATAAPS, as well as the salary tables below before making their decision. Depending upon the current salary rate of the employee, OT pay may pose a significant financial impact to the organization, or in some case it may pose less impact as the OT rate is the same as the employees base pay or not much higher. For an employee who already has accrued significant amounts of CT and/or use or lose annual leave, that may incur future pay out because workload prohibits their ability to utilize it promptly, management should consider paying OT to keep costs within the current fiscal year budget.

4. Senior Executive Service employees are not eligible for overtime pay or compensatory time in lieu of overtime pay.

5. Should you have questions or require further guidance regarding these matters, please contact **your designated office**.

ENCLOSURE E

GUIDANCE REGARDING HOURS OF WORKING GOVERNMENT CIVILIAN EMPLOYEES DURING INCREASED OPERATIONS TEMPO

Management Officials can utilize the following options when scheduling government civilian employees to effect weekend and 24 hour coverage when mission requirements demand.

1. Supervisors can utilize their discretion to the greatest extent possible in authorizing the usage of overtime and/or compensatory time in lieu of overtime to cover workload. If doing so, they are strongly encouraged to review the written guidance provided **your designated office** on this subject matter and/or contact your designated office directly for assistance.

2. Supervisors can place employees in an "on-call" or "stand by" status. They do, however, need to understand the financial implications as described below. Standby duty status is generally more appropriate when the duties of an employee's position require them to be available outside normal duty hours on a regular and recurring basis throughout the year. On-call status would be the more appropriate status to utilize for periods of increased operations tempo.

a. On-call Status: An employee is off duty and time spent in an on-call status is not considered hours of work for pay purposes, if one of the following applies:

1) The employee is allowed to leave a telephone number or carry an electronic device for the purpose of being contacted, even though the employee is required to remain within a reasonable call-back radius:

OR

2) The employee is allowed to make arrangements for another person to perform any work that may arise during the on-call period.

If unscheduled overtime work is performed by an employee on a day when work was not scheduled, or for which the employee is required to return to the place of employment, he/she is entitled to a minimum of 2 hours overtime pay beginning at the time they perform actual work. If the employee works more than 2 hours, then the actual number of hours worked will be paid.

If the callback occurs on a holiday during the employee's regularly scheduled work week, then a minimum of 2 hours holiday premium pay will be paid beginning at the time they perform actual work; however, the actual time worked shall be recorded for time and attendance purposes. If the employee works more than 2 hours, then the actual number of hours worked will be paid.

b. **Standby duty:** is a scheduled duty status that confines an employee to an employer-designated duty location for longer than ordinary periods of time and requires the employee to remain in a state of readiness to perform work during such time. Employees meeting these criteria are entitled to overtime pay for standby duty. The main issue in determining whether an employee is entitled to overtime pay for standby duty is the nature of restrictions placed on the employee. Time spent on standby duty is work hours, that for work-related reasons, the employee is restricted by official order to a designated post of duty and is assigned to be in a state of readiness to perform work with limitations on the employee's activities so substantial that the employee cannot use the time effectively for his or her own purposes.

An employee is not considered restricted for "work-related reasons" if, for example, the employee remains at the post of duty voluntarily, or if the restriction is a natural result of geographic isolation or the fact that the employee resides on the agency's premises.

A finding that an employee's activities are substantially limited may not be based on the fact that an employee is subject to restrictions necessary to ensure that the employee will be able to perform his or her duties and responsibilities, such as restrictions on alcohol consumption or use of certain medications.

3. **Change of work schedule:** When mission criticality requires, a temporary change in work schedule outside of those authorized in ACT 1400.13 is allowable provided the following requirements are met:

a. The change in work schedule is established by the appropriate management official, not an employee, for the sole purpose of meeting urgent mission requirements during a specified time period.

b. Management must submit and clear the new schedule change with JI (Resources) prior to notifying the employee(s) to ensure all regulatory hours of work and pay requirements are met and clearly understood. Please Note: Regulatory requirements mandate that work schedule changes are affected only at the beginning of a pay period. Only under extreme circumstances would an exception be made.

c. Employees are notified as much in advance as possible of the schedule change. Normally this would be at least one pay period, however in times of increased operations that could obviously be less. Supervisors should make every effort to afford employees enough time to make necessary arrangements for the schedule change.

d. Schedules include set reporting and dismissal times and include 5 identified work days per week. Hours worked in addition to those in the set work schedule would be eligible for overtime pay. (Please refer to Enclosure D for further guidance).

e. Schedules that include Saturday and Sunday as work days are allowable. Managers need to understand that if an employee's regular work schedule includes Sunday as a work day, they are entitled to Sunday premium pay consisting of 25% of their regular hourly rate.

f. Schedules with work hours outside of those in the approved command work schedules are allowable. Managers need to understand that if an employee's regular work schedule includes hours between 1800 and 0600 they are entitled to night differential premium pay consisting of 10% of their regular hourly rate. Should an employee's schedule include hours between 1800 and 0600, any of which fall on a Sunday, the employee is entitled to both Sunday and night differential premium pay (a combined rate of 35% of their regularly hourly rate) for those hours.

4. Should you have questions or require further guidance regarding these matters, please contact your designated office.