



# U.S. Department of Energy

Oak Ridge Operations

ORO O 340  
Chapter I

DATE: 09-07-96

## SUBJECT: ALTERNATIVE WORK SCHEDULE PROGRAM

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1. PURPOSE. This Chapter establishes an Alternative Work Schedule Program (AWSP) which consists of a variable week schedule (VWS) and a flextour work schedule (FWS) for Oak Ridge Operations (ORO) and Office of Scientific and Technical Information (OSTI).
2. CANCELLATION. This Chapter cancels and replaces ORIG 3610.X1B , ALTERNATIVE WORK SCHEDULE PROGRAM, dated September 28, 1995.
3. APPLICABILITY.
  - a. The FWS is available to all ORO and OSTI employees, except that members of the Senior Executive Service may not accumulate credit hours.
  - b. The VWS is available to all ORO and OSTI employees at grades GS-13 and below.
4. RESPONSIBILITIES.
  - a. Assistant Manager for Resource Management, OSTI, approves restrictions on participation in the AWSP by eligible employees of OSTI.
  - b. Director, Personnel Division.
    - (1) Provides advice to supervisors and employees regarding the requirements of the AWSP.
    - (2) Approves restrictions on participation in the AWSP by eligible employees of ORO.
  - c. Managers and Supervisors.
    - (1) Approve work schedules and deviations thereto for full-time employees that comply with the provisions of this Chapter (see paragraph 5).
    - (2) Establish schedules for part-time employees and ensure that a personnel action is executed prior to their effective date to establish or modify basic work requirements.
    - (3) Approve requests for the earning/use of credit hours (Attachment 2 or 3 of this Chapter) based on determination of available work. Retain requests with the Time and Attendance (T&A) Clerk's copy of the report for filing and retention.
    - (4) When an employee is required to work on a scheduled day off, authorize an alternative day off within the same pay period, or compensatory time, overtime, or credit hours.
    - (5) Maintain records of alternative work schedules for full-time and part-time employees.

- (6) Approve scheduling periods for shift workers.
- (7) Approve absences during core hours (9 a.m.- 3 p.m.) for full-time employees who attend educational courses.

5. REQUIREMENTS AND PROCEDURES.

a. Scheduling.

- (1) Employees who desire to establish a VWS or FWS, or to change an existing VWS or FWS, shall complete and forward to their supervisor the Request for Alternate Work Schedule (Attachment 1 of this Chapter) at least three work days prior to the start of pay periods 1, 6, 10, 15, 20, and 25. Employees may establish or change to a VWS or FWS only at those times, except for emergency or unforeseen situations which must be approved by the supervisor. An employee may select a Monday or Friday of each pay period as their scheduled day off. With supervisory approval, an employee may elect an alternative day off based on personal need. (Employees who do not request an alternate work schedule will work Monday through Friday from 8:15 to 5 p.m. with a 45-minute lunch break.)
- (2) The supervisor shall take action on the request and so notify the employee at least one work day prior to the proposed effective date. In the event that employees' preferences for scheduled days off do not permit adequate coverage of work requirements during core hours, and it is not possible to get agreement among employees for provision of such coverage, preference shall be based on the most senior Service Computation Date as recorded on the Standard Form 50. Based on work requirements, management, at its option, may require an employee to work on a scheduled day off. If work requirements necessitate that an employee report to work on a scheduled day off, the supervisor shall offer the employee an alternative day off within the same pay period, compensatory time, overtime, or credit hours.
- (3) Employees may change their existing schedule by varying the times of arrival and departure at the beginning of any pay period.

b. Credit Hours.

- (1) Approval must be obtained in advance for the earning and using of credit hours unless the circumstances leading to the use of credit hours prevent an employee from obtaining such advance approval (e.g., car breakdown while traveling to work). Credit hour requests should be documented by use of the Credit Hour Request Form (Attachment 2 or 3 of this Chapter). The supervisor's decision to approve or to disapprove will be based on his/her determination of available work. Once granted, supervisory approval shall not be withdrawn except to meet essential mission requirements.

- (2) If credit hours are used in advance of being earned, and the employee fails to earn them within the pay period, the original time off will be charged to annual leave, leave-without-pay, or absence-without-leave, as appropriate.
- (3) Credit hours cannot normally be earned for time spent in travel status. Time outside the regular tour of duty that is spent traveling is not considered hours of work unless it meets the criteria of 5 Code of Federal Regulation (CFR) 550.112(g).
- (4) A full-time employee on an FWS cannot exceed a balance of 24 credit hours at any time, and a part-time employee cannot exceed a balance of more than one-fourth of the hours in such employee's biweekly basic work requirement at any time, for carryover from a pay period to a succeeding pay period including the following leave year.
- (5) A full-time employee on a variable week schedule can accumulate up to 6 credit hours per pay period and can have a balance of not more than 12 credit hours which can be carried over to succeeding pay periods, including the following leave year. A part-time employee can accumulate up to 4 credit hours per pay period and can have a balance of not more than 8 credit hours which can be carried over to succeeding pay periods, including the following leave year.

c. Premium Pay.

- (1) Except as provided in subparagraph 7f of this Chapter, overtime hours will be approved and compensated in accordance with general premium pay directives.
- (2) Compensatory leave and credit hours are distinct; the former is a substitute for payment at overtime rates, while the latter permits a "shifting" of work hours which are compensated at regular rates and at the request of the employee.
- (3) For shift workers, entitlement to premium pay for night work or to night differentials will be determined on a case-by-case basis when the basic work requirement is established.

d. Holidays. For employees who are on a VWS, the scheduling of and payment for holidays is as follows.

- (1) If a holiday occurs on an employee's regularly scheduled workday, the individual is entitled to a maximum of eight hours basic pay for that day. If the employee is scheduled to work nine hours on that day, the employee will be charged one hour annual leave, credit time, compensatory time, or leave without pay. Employees will be given the opportunity to change their schedule for pay periods which include a holiday to allow for their 8-hour day to be observed on the same day as the holiday. This change of schedule will prevent their using annual leave, credit time, or compensatory time to compensate for the additional hour.

- (2) If an official holiday occurs on a day when a part-time employee is scheduled to work, and that employee is relieved or prevented from working on that day, he/she is entitled to basic pay only for the number of hours that the employee was scheduled to work, not to exceed eight hours.
  - (3) If a holiday occurs on a Monday that is an employee's regularly scheduled day off, the preceding Friday is the holiday for the employee.
  - (4) If a holiday occurs on a Sunday and is observed on Monday that is an employee's regularly scheduled day off, the following Tuesday is the holiday for the employee.
  - (5) If a holiday occurs on a Friday that is an employee's regularly scheduled day off, the preceding Thursday is the holiday for the employee.
  - (6) If a holiday occurs on a Saturday and is observed on Friday that is an employee's regularly scheduled day off, the preceding Thursday is the holiday for the employee.
  - (7) If a holiday occurs on a Tuesday, Wednesday, or Thursday that is an employee's regularly scheduled day off, the workday immediately preceding is the holiday for the employee.
- e. Absence and Leave. Leave is charged according to the established work schedule for employees on VWS; i.e., nine hours for each of the scheduled 9-hour workdays, and eight hours scheduled 8-hour workday.
- f. Exceptions.
- (1) Educational Purposes. Exceptions may be granted to the normal scheduling period, core hour, fixed schedule, and/or lunch period to permit attendance at an outside training course provided they do not result in overtime pay to either the employee or his/her supervisor.
  - (2) Training and Travel. VWS employees who are in training or on travel on a scheduled day off may change to a FWS for that pay period or request a different scheduled day off. When travel and training requirements for subsequent pay periods are known, the employee may be directed to adjust his/her work schedule to conform therewith. However, if the site to which the employee is traveling has duty hours that will accommodate his/her VWS, the employee may work those hours.
  - (3) Ad Hoc Exceptions. Exceptions to the foregoing may be imposed if an organization is being substantially disrupted in carrying out its functions or is incurring additional costs from the VWS or FWS. Such exceptions may restrict the choice of arrival and departure times, restrict the use of credit hours, and/or exclude any employee or group of employees, other than those covered under the negotiated agreement, from either of these programs.

6. REFERENCES.

- a. 5 United States Code, Chapter 61, Subchapter 11, "Flexible and Compressed Work Schedules," which provides the statutory basis for the establishment of such schedules.
- b. 5 CFR Part 610, subpart D, which provides regulations governing flexible and compressed work schedules.
- c. 5 CFR Part 550, subpart A, which provides regulations governing premium pay and overtime pay.
- d. DOE O 322.1 (formerly DOE 3550.1A), PAY ADMINISTRATION AND HOURS OF DUTY, dated December 22, 1987, and OR 3550.1B, same title, dated June 3, 1988, which provide information on the payment of overtime.
- e. DOE O 535.1 (formerly DOE 3600.1B), TIME AND ATTENDANCE REPORTING, dated February 11, 1991, and ORO O 530, Chapter IV, same title, dated July 15, 1996, which prescribe procedures for documenting time and attendance.

7. DEFINITIONS.

- a. Basic Work Requirement. That number of hours, excluding overtime hours, which an employee is required to work or account for by leave or otherwise:
  - (1) Full-Time Employees - 80 hours per pay period.
  - (2) Part-Time Employees - Varies with the specific tour of duty as recorded on the current SF-50, but normally means employment of 16 to 32 hours a week under a schedule consisting of an equal or varied number of hours per day. Exceptions to permit regularly scheduled work of from 1 to 15 hours per week for career and career-conditional employees may be authorized by the Director, Personnel Division.
- b. Variable Week Schedule. A schedule that includes:
  - (1) For full-time employees, an 80-hour biweekly basic work requirement which consists of eight 9-hour days, one 8-hour day, and one scheduled day off which will be either a Monday or a Friday of each pay period. With supervisory approval, an employee may elect an alternative day off based on personal need.
  - (2) For part-time employees, a biweekly basic work requirement of less than 80 hours which is scheduled for less than 10 workdays.
  - (3) Designated hours (core hours) during which an employee on such a schedule must be present for work.
  - (4) Designated hours during which an employee on such a schedule may elect the time of arrival at and departure from work.

- c. Flextour Work Schedule. A schedule that includes:
  - (1) For full-time employees, a basic work requirement of 8 hours a day, 40 hours a week, and 80 hours per pay period.
  - (2) For part-time employees, a biweekly basic work requirement of less than 80 hours which may be scheduled for less than 10 work days.
  - (3) Designated core and flexible time bands as described in subparagraphs 6b(3) and (4) of this Chapter.
  
- d. Normal Scheduling Periods - The times from 7 a.m. to 6 p.m., Monday through Friday, when non-shift workers shall normally complete their basic work requirements. For full-time employees who do not work shifts, these daily periods also include:
  - (1) Core Hours - 9 a.m. to 3 p.m., during which full-time employees shall normally be present for work or absent on their scheduled lunch break.
  - (2) Lunch Period - 11 a.m. to 2 p.m., during which full-time employees shall take an uncompensated lunch break of 30, 45, or 60 minutes. The length of the lunch period shall be uniform during the entire pay period.
  - (3) Flexible Hours - 7 a.m. to 9 a.m. and 3:30 p.m. to 6 p.m., Monday through Friday, when full-time employees can elect their times of arrival and departure. Times for arrival and departure shall be uniform during the entire pay period.
  
- e. Credit Hours - Hours worked outside an employee's basic work requirement which the employee elects to work so as to vary the length of a workday or workweek. The minimum increment of credit hours that can be taken or earned is 15 minutes. Credit hours must be worked within normal scheduling periods: i.e., 7 a.m. to 6 p.m., Monday through Friday.
  
- f. Overtime Hours - All hours worked in excess of 8 hours in a day (9 hours for employees who have selected a VWS), or 40 hours in a week (80 hours in a pay period for employees who have selected a VWS), which are officially ordered in advance, but not including credit hours.

NOTE: "Suffering" or "permitting" employees to work who are covered by the Fair Labor Standards Act and who have established an AWSP does not constitute approval of overtime hours for those individuals.

- 8. CONTRACTOR REQUIREMENTS DOCUMENT. None.
  
- 9. ATTACHMENTS.
  - a. Attachment 1 - Form, Request for Alternate Schedule.

- b. Attachment 2 - Form, ORO Credit Hour Request.
- c. Attachment 3 - Form, OSTI Credit Hour Request.

**REQUEST FOR ALTERNATE WORK SCHEDULE**

TO: (Supervisor) \_\_\_\_\_ (Date) \_\_\_\_\_  
(Organization) \_\_\_\_\_

Effective with the pay period beginning \_\_\_\_\_, I request that I work:

**Variable Work Week Schedule:**

	M	T	W	T	F	Arrival Time	Departure Time
9-hour days week 1:	___	___	___	___	___	_____	_____
8-hour days week 1:	___	___	___	___	___	_____	_____
9-hours days week 2:	___	___	___	___	___	_____	_____
8-hour days week 2:	___	___	___	___	___	_____	_____

Note: Select only one 8-hour day and eight 9-hour days in each pay period.

Scheduled day off:

Monday - week 1 \_\_\_ Monday - week 2 \_\_\_  
Friday - week 1 \_\_\_ Friday - week 2 \_\_\_

Lunch Period: \_\_\_30 \_\_\_45 \_\_\_60 minutes

**Flextour Work Schedule:**

Arrival Time: \_\_\_\_\_  
Lunch Period: \_\_\_30 \_\_\_45 \_\_\_60 minutes  
Departure Time: \_\_\_\_\_

Special Requests:

\_\_\_\_\_  
(Employee Signature)

TO: (Employee) \_\_\_\_\_ (Date) \_\_\_\_\_

Your request for an Alternate Work Schedule, with any deviations as requested above, is approved and you may be working in accordance with the above schedule on \_\_\_\_\_.

\_\_\_\_\_  
(Supervisor's Signature)

**ORO CREDIT HOUR REQUEST**

Employee \_\_\_\_\_  
Pay Period Beginning \_\_\_\_\_

<b>EARNINGS</b>			
Date	From	To	Amount of Time
Total Earned Time			

<b>USE</b>			
Date	From	To	Amount of Time
Total Earned Time			

APPROVED \_\_\_\_\_  
(Supervisor)

**OSTI CREDIT HOUR REQUEST**

Employee \_\_\_\_\_  
Pay Period Beginning \_\_\_\_\_

Credit Hours Earned and Used <b><u>SAME DAY</u></b>					
Date	Time Start/Stop	Total Hours Earned Code 230	Time Start/Stop	Total Hours Used Code 231	Remarks

Credit Hours Earned and Used <b><u>DIFFERENT DAYS</u></b>				
Date	Time Start/Stop	Total Hours Earned or Used		Remarks
		Earned	Used	
<b>TOTALS</b>				

Note: Please report hours and minutes as follows: :15 :30 :45 or 1:15 3:45

**Supervisor Approval:** \_\_\_\_\_