

# ORO CONTROL FORM - FINAL DIRECTIVE

PART A (To be completed by the Division of Primary Interest (DPI))

1. NUMBER AND TITLE OF DIRECTIVE: **ORO O 340, Chapter I, Change 5, ALTERNATIVE WORK SCHEDULE PROGRAM**

2. PURPOSE OF TRANSMITTAL:  New Directive  Revised Directive

3. THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS: (Check appropriate boxes)

No (all contractors)

Yes If yes, whom?  Bechtel Jacobs Co.  ORAU  UT-Battelle  ISOTEK (Bldg. 3019, ORNL)

Other contractors (list by type)

*Many ORO contractors have approved Standards/Requirements Identification Documents (S/RIDs) or Work Smart Standards (WSS) Sets that may affect applicability of contractor requirements from this directive. Applicability of contractor requirements must take into account the approved standards set for each particular contract.*

4. SIGNIFICANT PROVISIONS: Are there any significant changes or impacts?  No  Yes  
If yes, describe: This ORO Chapter is part of the ORO sunset review process. Changes to this Chapter include revisions to (1) update organizational title; (2) delete Paragraphs 4c6, 5c3, and 5d5; (3) update Paragraphs in Section 5, Requirements and Procedures; (4) update/delete Paragraph 6, References; and (5) delete Attachment 3 and add new Attachment 3.

5. CONTACT POINT: Melanie Kent Federal Human Resources Branch, AD-442 576-0673  
Name Organization Telephone

PART B (To be completed by the Directives Management Group (DMG)):

6. FILING INSTRUCTIONS:

<u>Remove</u>	<u>Dated</u>	<u>Insert</u>	<u>Dated</u>
ORO Control Form	02/11/2004	ORO Control Form	03/13/2006
ORO O 340, Ch. I, Chg. 4	02/11/2004	ORO O 340, Ch. I, Chg. 5	03/13/2006

*ORO Directives are available on the ORO Directives Management Group Home Page at [http://www.ornl.gov/doe/doe\\_oro\\_dmg/oro\\_dir.htm](http://www.ornl.gov/doe/doe_oro_dmg/oro_dir.htm). The ORO Directives will no longer be mailed in printed copy unless you do not have Internet capabilities.*

7. APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH THE OFFICIAL DIRECTIVES DISTRIBUTION LIST:

*Original Signed By*  
Wayne H. Albaugh 03/13/2006  
Signature: DMG Team Leader, AD-440 Date

INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED

Rev. 06/14/2004

# U.S. Department of Energy

Oak Ridge Office

ORO O 340  
Chapter I  
Change 5

DATE: 03/13/2006

## **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 Office (ORO), and Office of Scientific and Technical Information (OSTI). Nothing in this issuance changes any requirements contained in any Department of Energy (DOE) Directive.
2. CANCELLATION. This Chapter cancels and replaces ORO O 340, Chapter I, Change 4, ALTERNATIVE WORK SCHEDULE PROGRAM, dated February 11, 2004.
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:
    - (1) All ORO employees, except team leaders, supervisors, and managers. ORO team leaders, supervisors, and managers may participate in VWS if approval is granted by their supervisor.
    - (2) OSTI employees at grades GS-13 and below.
4. RESPONSIBILITIES.
  - a. Associate Director for Administration and Information Services, OSTI, approves restrictions on participation in the AWSP by eligible employees of OSTI.
  - b. Director, Human Resources 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 below).

- (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/using credit hours (see 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 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, will complete and forward the "*Request for Alternate Work Schedule*" (see Attachment 1 of this Chapter) to their supervisor for approval at least 3 work days prior to the start of the first full pay period which begins in each month. Employees may establish or change to a VWS or FWS only at those times, except for in emergency or unforeseen situations which must be approved by the supervisor. An employee may select any day of the pay period as their scheduled day off. In any given pay period, with supervisory approval, an employee may change a scheduled day off based on personal need. Employees who do not request a VWS or FWS will be placed on the standard Administrative Work Week Schedule, which is Monday through Friday, 8:15 a.m. through 5 p.m. with a 45-minute lunch break. This schedule does not allow the earning and using of credit hours.
- (2) The supervisor will take action on the request and so notify the employee at least 1 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 will be based on the most senior Service Computation Date as recorded on the Standard Form 50, "*Notification of Personnel Action.*" 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 will 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) With advance notification to the supervisor, using the Credit Hour Request Form (see Attachment 2 or 3), employees will be afforded the opportunity to earn up to 2 credit hours each day, provided work is available to be performed. Approval must be obtained in advance for the use of credit hours unless the circumstances leading to the use of credit hours prevent an employee from obtaining such advance approval (e.g., a car breakdown while traveling to work). Notification of proposed credit hour earnings and requests for approval of credit hour usage will be documented on the Credit Hour Request Form. The supervisor's decision to approve or disapprove use of credit hours will be based on a determination that an appropriate level of work coverage can be maintained on the day requested. If coverage concerns result from conflicts between one employee's regularly scheduled day off under VWS and a second employee's request for use of credit hours, the employee requesting use of credit hours will be asked to schedule an alternate day. Once granted, supervisory approval will not be withdrawn except to meet essential mission requirements.
- (2) If credit hours are used in advance of being earned and there are no credit hours earned already on the record, the original time off will be charged to annual leave, leave-without-pay, or absence-without-leave, as appropriate. For example, if an employee has a zero balance of credit hours at the beginning of the pay period, he/she takes 1 hour of credit time on the first Monday of the pay period and then earns 1 hour of credit time the following Tuesday, the employee's leave for Monday will be charged to annual leave, leave-without-pay, or absence-without-leave.
- (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 or VWS cannot carry over a balance in excess of 24 credit hours to a succeeding pay period. A part-time employee cannot carry over a balance of more than one-fourth (1/4<sup>th</sup>) of the hours in that employee's biweekly work requirement to a succeeding pay period. These provisions include carryover from one pay period to a succeeding pay period included in the following leave year.
- (5) When disagreements arise regarding availability of work, productivity of credit hours worked, non-approval of use of credit hours, etc., bargaining unit employees will contact the Office and Professional Employees International Union Shop Chair or Chief Steward and the supervisor will contact the Federal Human Resources Branch. A meeting will be scheduled promptly to resolve the issue. If the issue is not resolved informally, employees may use the applicable grievance process.

c. Premium Pay.

- (1) Except as provided in Paragraph 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.
- d. Holidays. For employees who are on a VWS, the scheduling of and payment for holidays is as follows.
- (1) Full-time employees. If a holiday occurs on an employee’s regularly scheduled workday, the individual is entitled to a maximum of 8 hours basic pay for that day. If the employee is scheduled to work 9 hours on that day, the employee will be charged 1 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) Part-time employees. If a 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 8 hours. If the holiday falls on a non-workday, the employee is not entitled to an “in lieu of holiday.”
  - (3) If a holiday occurs on a Sunday and is observed on the Monday that is the employee’s regularly scheduled day off, the following Tuesday is the holiday for the employee.
  - (4) If a holiday occurs on a Monday that is the employee’s regularly scheduled day off, the preceding Friday is the holiday for the employee.
  - (5) If a holiday occurs on a Tuesday, Wednesday, Thursday, or Friday that is the employee’s regularly scheduled day off, the workday immediately preceding is the holiday for the employee.
  - (6) If a holiday occurs on a Saturday and is observed on Friday that is the employee’s regularly scheduled day off, the preceding Thursday 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., 9 hours for each of the scheduled 9-hour workdays, and 8 hours for each 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. Title 5, Code of Federal Regulations (CFR), Part 550, Subpart A, PREMIUM PAY, which provides regulations governing premium pay and overtime pay.
- c. Title 5, CFR, Part 610, Subpart D, FLEXIBLE AND COMPRESSED WORK SCHEDULES, which provides regulations governing flexible and compressed work schedules.
- d. FAIR LABOR STANDARDS ACT.
- e. DOE O 322.1B, PAY ADMINISTRATION AND HOURS OF DUTY, dated January 14, 2005, and any subsequent revisions, which provide information on pay including overtime and compensatory time, leave administration, and hours of duty.
- f. Standard Form SF-50 Form, "*Notification of Personnel Action*."

7. DEFINITIONS.

- a. **BASIC WORK REQUIREMENT**. The number of hours, excluding overtime hours, which an employee is required to work or account for by use of leave:
  - (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, Human Resources Division.
- b. **VARIABLE WEEK SCHEDULE**. A schedule that includes:
  - (1) 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 may be any day of the pay period, with supervisory approval.

- (2) 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) Full-time employees. A basic work requirement of 8 hours a day, 40 hours a week, and 80 hours per pay period.
  - (2) 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 arrival and departure times as described in Paragraphs 7b(3) and (4) of this Chapter above.
- d. **NORMAL SCHEDULING PERIODS** - The times from 6 a.m. to 7 p.m., Monday through Friday, when workers complete their basic work requirements. For full-time employees, these daily periods include:
- (1) Core Hours - 9 a.m. to 3 p.m., during which full-time employees will be present for work or on their scheduled lunch break.
  - (2) Lunch Period - 11 a.m. to 2 p.m., during which full-time employees will take an uncompensated lunch break of 30, 45, or 60 minutes. The length of the lunch period will be uniform during the entire pay period.
  - (3) Flexible Hours - 6 a.m. to 9 a.m. and 3:30 p.m. to 7 p.m., Monday through Friday, when full-time employees can elect their times of arrival and departure. Times for arrival and departure will be uniform during the entire pay period. Employees who elect work schedules which start prior to 7 a.m. or end later than 6 p.m. should be aware that access to offices may be restricted in certain facilities and that the buildings may not be heated or cooled to their satisfaction during those early or late hours.
- 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 work week. 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., 6 a.m. to 7 p.m., Monday through Friday. Employees who elect to earn credit hours prior to 7 a.m. or after 6 p.m. should be aware that access to offices may be restricted in certain facilities and that the buildings may not be heated or cooled to their satisfaction during those early or late hours.
- 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:**

	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>	<b>Arrival Time</b>	<b>Departure Time</b>
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:

Week 1 -- Monday \_\_\_ Tuesday \_\_\_ Wednesday \_\_\_ Thursday \_\_\_ Friday \_\_\_  
Week 2 -- Monday \_\_\_ Tuesday \_\_\_ Wednesday \_\_\_ Thursday \_\_\_ Friday \_\_\_

Lunch Period: \_\_\_\_\_ 30 minutes \_\_\_\_\_ 45 minutes \_\_\_\_\_ 60 minutes

**Flextour Work Schedule:**

Arrival Time: \_\_\_\_\_  
Lunch Period: \_\_\_\_\_ 30 minutes \_\_\_\_\_ 45 minutes \_\_\_\_\_ 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 begin 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 Used Time		

**APPROVED** \_\_\_\_\_  
(Supervisor) Date

