

DIRECTIVES CONTROL FORM - ORO O 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, Chg. 2, ALTERNATIVE WORK SCHEDULE PROGRAM**

2. **PURPOSE OF TRANSMITTAL:** New Directive Revised Directive Page Change

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

No (all contractors)

Yes If yes, whom? LMES LMER ORAU SURA

Bechtel Jacobs Company

Other contractors (list by type)

Many ORO contractors have approved S/RIDs or 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 impact?

No Yes If yes, describe: This ORO Chapter is part of the ORO sunset review process. Changes include minor editorial revisions to (1) indicate the current organizational title of the ORO Human Resources Division (formerly the Personnel Division), (2) clarify language in subparagraph 5b(4), and (3) indicate the current DOE and ORO Orders in 6d and 6e.

5. **CONTACT POINT:** Paul Langley Personnel Management and Analysis Branch, AD-442 576-0676
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 O 340, Chapter I, Chg. 1	06/12/1997	ORO O Control Form	09/21/1998
Pages I-1 through I-10		ORO O 340, Chapter I,	09/21/1998
		Chg. 2, Pages I-1 through I-10	

ORO Orders are available on the ORO Directives Management Home Page [http://www.ornl.gov/doe_oro_dmg/orchklst.htm] within 5-10 working days after receipt of this Control Form. The ORO Orders 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

Jennifer H. Cusick, AD-440
Signature Management Analyst, AD-440

09/21/1998
Date

INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED
Rev. 08/04/1998

U.S. Department of Energy

Oak Ridge Operations

ORO O 340 Chapter I Chg. 2

DATE: 09/21/1998

SUBJECT: ALTERNATIVE WORK SCHEDULE PROGRAM

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 ORO O 340, Chapter I, Change 1, ALTERNATIVE WORK SCHEDULE PROGRAM, dated June 12, 1997.
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, 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).
 - (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, will complete and forward the Request for Alternate Work Schedule (Attachment 1 of this Chapter) to their supervisor for approval at least three 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 an 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 administrative work week, which is Monday through Friday, 8:15 a.m. through 5 p.m. with a 45-minute lunch break.)
- (2) The supervisor will 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 will 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 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 attached form, employees will be afforded the opportunity to earn up to two 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 (Attachment 2 or 3 of this Chapter). 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 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 or AWS 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 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 OPEIU Shop Chairman or Chief Steward and the supervisor will contact the Personnel and Management Analysis 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 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 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. 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 322.1A, PAY ADMINISTRATION AND HOURS OF DUTY, dated May 8, 1998, and ORO O 320, Chapter IV, same title, dated September 30, 1996, which provide information on the payment of overtime.
- e. 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, Human Resources 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 6 a.m. to 7 p.m., Monday through Friday, when non-shift workers will 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 will 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 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 - 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 will 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 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 or select 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 buildings may not be heated or cooled to their satisfaction during 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:

	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:

week 1 -- Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday ___
week 2 -- Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday ___

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 begin working in accordance with the above schedule on _____.

(Supervisor's Signature)

ORO CREDIT HOUR REQUEST

Employee _____
Pay Period Beginning _____

EARNINGS			
Date	From	To	Amount of Time
Total Earned Time			

USE			
Date	From	To	Amount of Time
Total Earned Time			

APPROVED _____
(Supervisor)

OSTI CREDIT HOUR REQUEST

Employee _____

Pay Period Beginning _____

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

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

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

Supervisor Approval: _____