

DEPARTMENT OF THE ARMY
SOUTHWESTERN DIVISION CORPS OF ENGINEERS
1100 COMMERCE STREET
DALLAS, TEXAS 75242-0216

SWDOM 690-1-610

31 OCT 2012

Human Resources
TOURS OF DUTY/COMPRESSED WORK SCHEDULES

1. Purpose. This office memorandum establishes tours of duty and hours of work.
2. Applicability. This memorandum applies to all employees of the Southwestern Division (SWD) Headquarters, Dallas, Texas. SWDOM - 690-1-610 dated 1 Oct 2001 is hereby superseded.
3. Reference.
 - a. Public Law 97-221, Federal Employees Flexible and Compressed Work Schedules Act of 1982.
 - b. Public Law 99-196, Amendment of Federal Employees and Compressed Work Schedules Act of 1982.
 - c. Department of Defense Civilian Personnel Manual 1400.25-M, Subchapter 610, Hours of Duty.
 - d. Title 5 Code of Federal Regulations Part 610; Hours of Duty.
 - e. Title 5, United States Code Part III (e), Chapter 61: Hours of Work.
 - f. Office of Personnel Management, Hand book on Alternative Work Schedules.
4. Policy and Procedures:
 - a. The Southwestern Division Headquarters business hours are 0800 to 1600, Monday through Friday. Each Office/Division will be staffed during these hours.
 - b. Core hours for SWD Headquarters are 0900 to 1500 hours, excluding lunch. Core hours are periods of time during the workday an employee is required to be present for work or in an approved leave status.
 - c. Lunch is a period of time when an employee is entirely "free of duty". Lunch may not be considered duty time and must be scheduled within the employee's tour of duty. A lunch period

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may start no earlier than 1100, and conclude no later than 1330.

d. The minimum period of time allowed for lunch periods is 30 minutes. At the supervisor's discretion a longer lunch period can be authorized, but should be limited to one hour.

e. Employees may be allowed one 15-minute break during each four hours of duty time, workload permitting. The break period may not be used as a continuation with lunch, or at the beginning or end of the employee's workday for the purpose of reporting late or leaving early.

f. All work schedules should be approved in writing by supervisors and established in advance. Approved work schedules will be provided to employees and timekeepers.

g. The use of any approved work schedule must be consistent with office workload requirement and mission activities.

h. Supervisors have the right to:

(1) Approve or disapprove employee work schedules based on operational needs and/or office coverage.

(2) Temporarily suspend alternative work schedules totally or partially, within their Office /Division in emergency situations and/or other circumstances that would require it.

(3) Cancel or adjust alternative work schedules, when circumstances such as travel, training, or mission requirements, make it necessary. Supervisors will provide reason(s) to the employee for cancellation or change to a work schedule.

(4) Approve unusual work schedules or accommodations on a short or long-term basis for employee with severe personal situations, such as extenuating medical or family-related concerns.

5. Traditional Fixed Work Schedule.

a. The basic tour of duty for all full time employees will consist of five consecutive eight hour workdays, Monday through Friday, comprising 40 hours in each administrative workweek, except for those employees working on an Alternative Work Schedule.

b. Supervisors are authorized to approve work schedules within the parameters provided in paragraph 4h. While the starting and ending times are flexible, the same starting and ending times apply to each day of the work week (except for the eight hour day in an alternative work schedule). After a work schedule is approved by the supervisor, it will remain in effect until a new work schedule is approved. Flextime work schedules that change daily are not authorized.

6. Part Time Work Schedules. Part time employment is regularly scheduled work from 16 to 32 hours per week.

7. Alternative Work Schedule (AWS) is a schedule other than the Traditional Fixed Work Schedule. There are two types of Alternative Work Schedules: Flexible Work Schedules (FWS) and Compressed Work Schedules (CWS) that are authorized for SWD Office employees with written approval by their supervisors.

a. Flexible Work Schedule (FWS): Flexi-tour is the only authorized work schedule under FWS for employees of the Southwestern Division Office.

(1) Full-time employees must work the following: eight hours per day, 40 hours per week, and 80 non-overtime hours per bi-weekly pay period. Employees may determine their starting and quitting times with supervisory approval; however, they must be present at work during the core hours.

(2) Once Flex-tour hours are approved, they are fixed until another time of work schedule is approved.

(3) Flexi-tours are comprised of flexible and core hours with a minimum 30-minute meal period. Flexible and core hours are as follows:

Flexible starting hours	Core Hours and Lunch Period	Flexible ending hours
0600 to 0900	0900 to 1500	1500 to 1800

(4) Credit hours: Only employees on a FWS are eligible to earn credit hours.

b. Compressed Work Schedule (CWS)

(1) All full time employees at the GS-14 level and below (with the exception of the Chief, Readiness and Operation Division and Chief of Staff) may, with approval of their Director/Office Chief, work a compressed work schedule. The SWD Headquarters' compressed work schedule is 9 days worked each pay period instead of 10 days. Team members participating in the program will work 9 hours each day for 8 days and 8 hours for one day each pay period. This is referred to as a 5-4-9 work schedule.

(2) The use of CWS must be consistent with the office workload requirements and mission activities. All requests to participate in the compressed work schedule program must be approved by the first level supervisor and the Director/Office Chief. If the first line supervisor is the Director/Office Chief, no secondary approval is required.

(3) Supervisors may temporarily suspend the operations of the CWS in all or part of their office in emergency workload situations and/or other circumstances that would require it.

(4) After an employee has received Director/Office Chief approval to work a compressed work schedule, the supervisor may approve or disapprove specific scheduling options or individual work schedules based on productivity or office coverage considerations. The supervisor may cancel or adjust CWS schedules for team members as necessary and will provide team members the reason(s) for cancellation or change.

(5) Supervisors will attempt to accommodate the team member's first, second, or third choice of a day to be off. Supervisors may determine that too many team members have chosen the same day off. In

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this case, a decision will be made that only a certain number of team members may have that day off and the others will be scheduled for another day off.

(6) When circumstances such as travel or training, make it necessary for the tour of duty to be adjusted to a regular five day, eight hour tour, the team member's schedule will revert to the required tour of duty. When adjusted, the supervisor must ensure that the balance of the 80 hour work period is accounted for and must provide the adjusted work schedule to the timekeeper.

(7) Supervisors may require employees to report for duty on their scheduled day off. They will be compensated at the appropriate overtime rate of pay or by accrual and use of an equivalent amount of compensatory time off.

(8) All eligible team members who desire to participate in CWS are required to complete a Compressed Work Schedule Request Form (Attachment 1)

(9) All employees are accountable for 80 hours work per pay period.

(10) Employees on CWS may request change to their work schedule no more than once per quarter. Any approved change will be effective at the beginning of a pay period.

(11) All team members will state their first, second, and third choice for days off when requesting approval of a compressed work schedule.

(12) Team members working a CWS are required to notify their supervisor of events, such as training or meetings, which will require a change from CWS to a standard eight hour, five day tour.

(13) Leave and holiday time will be charged at a rate consistent with the time normally worked on that day, i.e., nine hours for a day that is normally a nine hour day or eight hours for an eight hour day.

(14) When a holiday falls on a non-workday for an employee covered by a compressed work schedule and:

(a) The holiday falls on Sunday, the first regularly scheduled workday following the Sunday holiday is the employee's "in lieu of" holiday.

(b) The holiday is not a Sunday, the last regularly scheduled workday preceding the holiday is the employee's "in lieu of" holiday.

For example:

If the employee is regularly scheduled to work Tuesday through Friday and Sunday is a holiday, the employee's "in lieu of" holiday will be the following Tuesday.

If the Employee is regularly scheduled to work Tuesday through Friday and Monday is a holiday, the employee's "in lieu of" holiday will be the proceeding Friday.

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9. Variation for Educational Purposes. At the supervisor's discretion, a special tour of duty of not more than 40 hours per week may be authorized to permit an employee to participate in educational courses in a college, university, or other educational institution. Each case will be decided on an individual basis.

10. Credit Hours. Credit hours are hours that an employee elects to work, with supervisory approval, in excess of the employee's basic work requirement. The basic work requirement for full time employees is 80 non-overtime hours in a 2-week pay period. Employees are not paid basic pay or overtime pay for credit hours when they earn them. An employee may use credit hours during a subsequent day, week, or pay period, with supervisory approval, to allow the employee to be absent from an equal number hours of the employee's basic work requirement.

a. Members of the Senior Executive Service (SES) may not earn credit hours.

b. Employees on a compressed work schedule are not eligible to earn credit hours.

c. The maximum number of credit hours an employee may carry over from a biweekly pay period to a succeeding pay period is 24 hours for a full time employee. A temporary employee may carry over an amount equal to one-quarter of the employee's biweekly work requirement. An employee will not be compensated for excess unused credit hours that cannot be carried forward into the next pay period.

Encl
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THOMAS W. KULA
Brigadier General, USA
Commanding

CF:
Fort Worth District Commander
Galveston District Commander
Little Rock District Commander
Tulsa District Commander
Southwestern Civilian Personnel Advisory Center

REQUEST FOR COMPRESSED WORK SCHEDULE

REQUESTED WORK SCHEDULE:

	BEGINNING TIME	ENDING TIME
9 HOUR DAYS	_____	_____
8 HOUR DAY	_____	_____

REGULAR
DAY OFF:

FIRST CHOICE	SECOND CHOICE	THIRD CHOICE

EMPLOYEE SIGNATURE AND DATE

SUPERVISOR'S CONCURRENCE AND DATE

DIRECTOR/OFFICE CHIEF APPROVAL AND DATE

TO: TIMEKEEPER:

DATE:

Employee has been approved to work the compressed work schedule established below:

NAME OF EMPLOYEE

WORK SCHEDULE: _____
