

**PENTAGON RENOVATION PROGRAM (PENREN)
WORK SCHEDULES POLICY**

**20 DEC 2002
PMP No 01-04b**

OPR: Management and Support Services Group

1.0 References.

- a. Executive Order 11582, Observances of Holidays by Government Agencies, dated 11 February 1971
- b. Title 5, United States Code, Chapter 61;
- c. Title 5, Code of Federal Regulations, Part 610;
- d. Office of Personnel Management Handbook on Alternative Work Schedules, dated December 1996
- e. Department of Defense (DoD) 1400.25-M, DoD Civilian Personnel Manual, dated December 1996
- f. Office of the Assistant Secretary of Defense, Comptroller, Administrative Instruction No. 28, Subject: Overtime, Administrative Workweek, and Prescribed Hours of Duty for Civilian Employees, dated 27 June 1984.

2.0 Policy. This policy is to provide quality service to meet our goals and objectives, as well as meet our customers' needs. The Alternate Work Schedule (AWS) Program is a management tool designed to increase morale and efficiencies, as well as meeting our mission requirements. The Pentagon Renovation Program (PENREN) AWS Program consists of a compressed work schedule and flexible work schedule and are described below.

- a. All Washington Headquarters Services' (WHS) funded employees are encouraged to participate in one of these two programs. However no employee is required to participate in either program, in which case the authorized tour of duty within PENREN is 0800 – 1630, Monday through Friday.
- b. The Compressed Work Schedule (CWS) offers advantages, such as increased service provided by longer office hours, increased productivity and increased job satisfaction. The "5-4-9 Plan" or CWS allows for full-time employees to work a fixed schedule of eight 9-hour workdays and one 8-hour day in each biweekly pay period. Employees work five days during one week and four days during the other week, with a fixed day off. The CWS procedures are found at attachment 1.
- c. The only flexible work schedule authorized within PENREN is the flexi-tour schedule. Flexi-tour is an eight-hour daily work schedule, which can begin not earlier than 0600 and end not later than 1800, Monday through Friday, with the accrual of credit hours (not

to exceed 24 hours at any given time) and/or overtime compensation, when authorized. The Flexitour procedures are found at attachment 2.

3.0 Responsibilities.

- a. The PENREN Program Manager will provide overall direction to the operation of the AWS Program.
- b. The PENREN Deputy Program Manager will:
 - (1) Coordinate, monitor and evaluate these programs.
 - (2) Serve as the Work Schedule Manager (WSM) and may authorize, restrict, deny or revoke CWS and/or Flexi-tour privileges.
- c. All PENREN Group Leaders will:
 - (1) Serve as Deputy WSM's for their groups and may authorize, restrict, deny or revoke CWS and/or Flexi-tour privileges.
 - (2) Approve and maintain current and accurate Master Work Schedules and submit their own proposed schedule(s) to the WSM for approval. Sample request memorandum is found at attachment 3.
 - (3) Guarantee adequate office coverage during the workday and identify "back-up" employees to ensure uninterrupted accomplishment of work. Program Manager (PM) scheduled meetings requiring employees on CWS to attend will reschedule his/her "day off" in order to attend scheduled meetings.
 - (4) Ensure that time and attendance is accurately recorded and reported to the employees' appropriate time and attendance keeper. Suggested time and attendance form* is found at attachment 4. (* The Employee Time Log form is mandatory for all Washington Headquarters Services [WHS] employees.)
 - (5) May designate Integrated Product Team (IPT) Leader(s) to be alternate Deputy WSM in their absences.
- d. Time and Attendance Keepers will:
 - (1) Ensure that biweekly each staff member's completed time and attendance is received within established timelines, as appropriate and applicable. Follow up may be required.
 - (2) Maintain current files to include all Master Work Schedules, the Work Schedule Request memorandum and biweekly Employee Time Log sheets and leave slip forms for each staff member.

(3) Where applicable, make accurate and timely electronic submissions to payroll using appropriate time and attendance sheets.

e. PENREN employees will:

(1) Comply with this policy and attached procedures.

(2) Accurately maintain a record of their attendance, leave, credit hours, etc.

(3) Submit approved leave slips, etc. to their time and attendance keeper on time, without fail.

This policy is effective immediately.



Michael R. Sullivan
Acting Program Manager

Attachments:
As Stated

COMPRESSED WORK SCHEDULE (CWS) PROCEDURES

- 1.0 Purpose.** This attachment outlines the compressed work schedule (CWS) program procedures.
- 2.0 CWS.** The CWS is a compressed work schedule that constitutes a biweekly basic work requirement scheduled for less than 10 workdays and will be implemented as follows:
- a. “5/4/9 Plan” for full-time employees allows 80 hours of work to be completed each biweekly pay period in nine workdays. Employees work a fixed schedule of eight 9-hour workdays and one 8-hour day in each biweekly pay period. Employees work five days during one week and four days during the other week of the pay period, with a fixed day off. Employees must schedule a 30-minute meal break.
 - b. Part-time employees may schedule their basic work requirement to be completed in less than 10 workdays in a biweekly pay period with the Group Leader’s approval.
- 3.0 Credit Hours.** In accordance with 5 U.S.C. 6121 (4), credit hours are NOT permitted for those on CWS.
- 4.0 Holidays.**
- a. If an employee on a compressed work schedule is relieved or prevented from working on a day within his/her scheduled tour of duty that is designated as a holiday, the employee is entitled to basic pay with respect to the holiday for the number of hours of his/her compressed work schedule on that day.
 - b. When a holiday falls on an employee’s scheduled non-workday, the workday immediately before the non-workday becomes the in-lieu-of holiday. For example, if the employee’s scheduled non-workday is Monday and a holiday falls on that Monday, the in-lieu-of holiday is the preceding Friday. When a holiday falls on a Sunday and both Sunday and Monday are the employee’s non-workdays, the in-lieu-of holiday is the next scheduled workday.
 - c. Under 5 U.S.C. 6130 (b) and (d) and EO 11582, when a holiday falls on a non-workday of a part-time employee, he/she is NOT entitled to an in-lieu-of day for that holiday.

5.0 Overtime Work/Compensatory Time Off. Under compressed work schedules, overtime hours are all hours an employee is ordered to work in excess of the compressed work schedule. Compensatory time off may be granted to General Schedule (GS) employees in lieu of payment for irregular or occasional work only. Overtime will not be authorized for employees in the grades GS-13 and above.

FLEXIBLE TOUR WORK SCHEDULE (FLEXITOUR) PROCEDURES

1.0 Purpose. This attachment outlines the flexible work schedule program (Flexi-tour) procedures.

2.0 Flexitour Schedule.

a. Full-Time Employees.

- (1) Under Flexi-tour, a full-time employee has an 8 hour daily basic work requirement, a 40 hour weekly basic work requirement, and an 80 hour biweekly work requirement.
- (2) As a “norm”, the employee may not vary time for arrival and departure from work daily, however, on a scheduled approved basis, may start at any time within the flexible time bands.

b. Part-Time Employees.

- (1) For a part-time employee, the basic work requirement is the number of hours the employee must work on scheduled days of work, the number of hours the employee is scheduled to work in the administrative workweek, and the number of hours the employee must work in a biweekly pay period.
- (2) A part-time employee has a biweekly work requirement of 32 to 64 hours, as defined by the employee’s work plan.
- (3) The tour of duty is established by the employee and is subject to approval of his/her Group Leader.
- (4) Times for arrival and departure from work are fixed.

3.0 Credit Hours.

- a. The credit hour time bands within PENREN are 0600 to 0900 and 1500 to 1800.
- b. Employees must obtain *prior approval* to earn or use credit hours. Earned hours are credited to the employee’s account and used as a part of the employee’s basic work requirement. Credit hours are earned in lieu of paid overtime.

- c. Credit hours may be earned and used daily in ½ hour increments and are rounded down to the lower ½ hour increment. Credit hours will be used in not less than ½ hour increments.
- d. Credit hours may be accumulated up to 24 hours for carryover from one biweekly pay period to subsequent biweekly pay periods.
- e. A part-time employee may accumulate not more than ¼ of the hours in such employee's biweekly basic work requirement for carryover from one biweekly pay period to subsequent biweekly pay periods. For example, an employee whose work schedule is 64 hours a pay period may accumulate not more than 16 credit hours for carryover to the next pay period.
- f. Employees who leave the flexible schedule work program for any reason (e.g., resigns, flexitour canceled, etc.) will be paid at their basic hourly rate of pay (subject to the biweekly limitation for GS15/10) at the time they depart the program for:
 - (1) The number of credit hours accumulated, not to exceed 24 hours for a full-time employee.
 - (2) The number of credit hours accumulated, not to exceed ¼ of the hours in a biweekly basic work requirement for a part-time employee.
 - (3) If an employee leaves the Flexible Schedule Program and is paid for accumulated credit hours they are not eligible for further participation in this program.

4.0 Holidays. When a holiday falls on one of the days of the employee's weekly basic work requirement, the employee is entitled to pay for the number of hours he/she is scheduled to work. A part-time employee is not entitled to pay for a holiday if he/she is not normally scheduled to work on that day.

5.0 Overtime Work/Compensatory Time Off. Overtime hours for employees under the flexitour are all hours of work in excess of eight hours in a day or 40 hours in a week, which are officially ordered in advance by management. The Group Leader may grant compensatory time off to an employee on the flexitour program in lieu of overtime pay.

SAMPLE

Date of Request

MEMORANDUM FOR _____
(Group Leader's Name)

SUBJECT: Work Schedule Request

Under provisions of PENREN's Work Schedules Policy, I hereby request approval to work the following schedule:

_____ Standard Schedule: 0800 – 1630, Monday through Friday, with a daily unpaid meal period. I understand that I will not be permitted to earn or use credit hours.

_____ Compressed Work Schedule: In a biweekly pay period with nine workdays and one scheduled off falling on Mondays through Fridays, will work eight 9-hour workdays and one 8-hour workday with a daily unpaid meal period; fixed start time of not earlier than 0600 and a fixed stop time of not later than 1800; and covering mandatory core hours of 0900 – 1500. I understand that I will not be permitted to earn or use credit hours.

For eight 9-hour days: Starting Time: _____ Stop Time: _____

For one 8-hour day: Starting Time: _____ Stop Time: _____

8-hour day will be _____ of the first or second (circle one) week of the biweekly pay period.

Biweekly day off will be _____ of the first or second (circle one) week of a biweekly pay period.

_____ Flexi-Tour Work Schedule: Eight hours/day, Monday through Friday; a daily unpaid meal period; fixed start time not earlier than 0600 and a fixed 1800, covering mandatory core hours of 0900 – 1500. Credit hours are authorized, however can not exceed 24 hours at any given time.

(Employee's Signature)

(Management's certification of employee's work schedule request.)
Approved/Disapproved.

(Group Leader's Signature)

(Date)