

DEPARTMENT OF THE ARMY
PACIFIC OCEAN DIVISION, CORPS OF ENGINEERS
FORT SHAFTER, HAWAII 96858-5440

PODR 690-1-20
Change 1
14 November 1993

CEPOD-HR

Regulation
No 690-1-20

1 January 1984

Civilian Personnel
HOURS OF DUTY, "FLEXITIME"

1. This change to PODR 690-1-20, 1 January 1984, permits employees if they so elect under the "Flexitime" program, to start work at 0600 or end at 1830.

NOTE: The intent of the earlier start time of 0600 or later end time of 1830 is to permit employees to avoid rush hour traffic, take advantage of quiet office hours, improve morale and productivity, etc. Therefore, if the employee under Flexitime starts work at 0600, it is understood that the employee will be taking a one-hour lunch period because the core time band of 0900-1500 will be observed. If the employee opts to take 30-minute lunches, then he/she should not be permitted to start work at 0600 because of the overtime implications. Likewise, if an employee works to 1830, then the employee should be taking a 90-minute lunch to avoid overtime. Supervisors will monitor the starting/ending times and lunch periods of assigned personnel to avoid an overtime situation.

2. The following changes are provided:

a. Add Paragraph 4e. Employees are required to account for absence due to attendance at social luncheons, such as those in celebration of a birthday, promotion, departure, retirement, or transfer. Extended lunch periods may be offset by early arrival and/or late departure on that day so as to complete the normal daily work requirement; or they may be accounted for by a charge to annual leave, LWOP, or compensatory time. Absence due to attendance beyond 30 minutes at professional luncheons and Toastmaster meetings will be allowed without charge to leave, based on supervisory approval.

b. Paragraph 5b(5). Delete the entire paragraph.

c. Paragraph 6b. Delete sentence and insert the following: "An employee may start work not earlier than 0600 and quit work not later than 1830."

d. Paragraph 6f(2)(a). Entire paragraph revised to read: "Supervisors may allow a factor of plus or minus 60 minutes of the scheduled starting time if work requirements permit, provided starting time is not prior to 0600 and not later than 0900. As an example, an employee scheduled to start work at 0730 may begin at 0630 or 0830 and quit work with the time adjusted to provide a full 8 hour work day, excluding lunch period. Employees will notify their supervisor if their arrival time will be later than one hour past their normal start time."

3. File this change in front of the publication for reference purposes.

FOR THE COMMANDER:



JAMES K. LIGH
Director, Information Management

DISTRIBUTION (List 93-1):

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PODEP

DEPARTMENT OF THE ARMY
US ARMY ENGINEER DIVISION PACIFIC OCEAN
FORT SHAFTER, HAWAII 96858

PODR 690-1-20

Regulation
No. 690-1-20

Civilian Personnel
HOURS OF DUTY, "FLEXITIME"

1 January 1984

1. PURPOSE. This regulation prescribes policies and procedures for the operation of flexitime for the staff elements of the Pacific Ocean Division Office (PODO).

2. APPLICABILITY. This regulation applies to civilian employees, both supervisory and non-supervisory, of the PODO who are participating in flexitime. Management will identify those areas and employees where flexitime cannot be implemented because of the work situation; i.e., security guards, shift operations, part-time employees. Provisions of negotiated labor agreements will be honored to the extent applicable to participating employees covered by such agreements.

3. DEFINITIONS.

a. Flexitime. A working day which is composed of two different types of time: core time and flexible time.

b. Core time. Core time is the time period designated during which all employees must be present.

c. Flexible time. Flexible time is that portion of a working day within which an employee may propose his/her starting and quitting time for supervisory approval.

d. Regular time. The work period from 0730 to 1600 hours, if the one-half hour lunch period is elected; the period from 0730 to 1615 hours if the 45 minute lunch period is elected; or the work period from 0730 to 1630 if the one-hour lunch period is elected.

e. Work Schedule Matrix. A document used to record all starting/quitting times and lunch period.

4. POLICIES.

a. The use of flexitime is intended to improve morale, decrease/eliminate tardiness, increase productivity, eliminate rush-hour frustrations, and enhance leave utilization by all personnel. Maximum cooperation between individuals and supervisors must be exhibited to assure the operation of an effective and beneficial program.

b. Flexitime must not disrupt the operations nor impede the timely accomplishment of PODO's assigned mission. While supervisors will consider the desires of employees in establishing work schedules, primary consideration must be given to efficient accomplishment of workload. Accordingly, when an employee's presence at a certain time is required in order to meet mission requirements, the supervisor has authority to instruct the employee to be present for duty at a precise time.

c. To avoid problems and abuses of the flexitime principles, supervisors and employees must promote an environment of cooperation and effective communication. Abuse of the policies and procedures of flexitime may result in discontinuance of the program for individuals involved.

d. The use of unapproved overtime is strictly prohibited. Overtime is authorized only upon the prior approval of the appropriate approving official. Current regulations governing use of overtime, compensatory time and leave will be observed.

see C1 for addition
5. RESPONSIBILITIES.

a. Personnel Officer is responsible for:

(1) Providing policy guidance and staff assistance to managers and supervisors.

(2) Requesting necessary data from supervisors and employees of participating organizations for the purpose of review and analysis.

b. Participating staff office and division chiefs, and supervisors are responsible for:

(1) Informing employees regarding flexitime and assuring their understanding of established procedures.

(2) Maintaining special awareness of any difficulties or advantages experienced.

(3) Establishing work schedules consistent with stated policies.

(4) Assuring full compliance with established requirements, especially for time and attendance procedures.

(5) ~~Assuring that at least one supervisor is available in each work area during periods in which non-supervisory employees are scheduled to work~~ *see C1 for deletion*

c. Employees are responsible for:

(1) Following procedures established in this regulation.

(2) Complying with scheduled conferences, meetings, TDY, etc.

6. PROCEDURES.

a. Normal tours of duty will consist of 8 hours per day, 40 hours per week.

b. An employee may start work not earlier than 0630 hours and quit work not later than ~~1745~~ hours.

1430 see C1

c. Each day will include a core period from 0900 hours to 1500 hours during which all employees must be present.

d. An employee may elect a 30-minute, 45-minute, or 1-hour lunch period. Lunch periods will be taken during the core period, beginning no earlier than 1100 and ending no later than 1300 hours. While the duration of the lunch period is at an employee's option, the timing or scheduling of lunch periods is subject to supervisory approval. Lunch periods must be staggered to provide for telephone coverage and other operating requirements.

e. A 15 minute break may normally be allowed during each four hours of continuous work. This rest period may not be a continuation of a lunch period nor will a late starting time or an early quitting time be authorized in lieu of break period.

f. Scheduling and recording requirements.

(1) Sample "Work Schedule Matrix-Flexitime" at Appendix A is the basic document for scheduling and recording the beginning of work, the quitting of work, and lunch time.

see c1 for change
(2) ~~Each employee will submit to his/her supervisor a proposed flexitime schedule. Unless changes are requested, flexitime schedules need be submitted only once. Employees requesting to change their flexitime schedule must do so by submitting the proposed change thru their supervisor for approval at least one week in advance. Supervisors must, in approving the work schedule of each employee, consider the overall requirements for work within their respective areas of responsibility. Scheduled starting times will be recorded on the matrix for each employee as shown at Appendix A. If the scheduled starting time is the regular time as defined in paragraph 3d above, the employee need only indicate "R1," "R2," or "R3," as appropriate, on the matrix. (See Appendix A)~~

(a) Supervisors may allow a factor of plus or minus 30 minutes of the scheduled starting time if work requirements permit, provided starting time is not prior to 0630 hours and not later than 0900 hours. As an example, an employee scheduled to start work at 0730 hours, may begin at 0700 hours or 0800 hours and quit work with time adjusted to provide a full 8-hour workday, excluding lunch period.

(b) Supervisors may change a previously approved work schedule because of work requirements.

(3) Each employee will "sign-in/sign-out" daily on the matrix his actual starting/quitting times and lunch period as follows:

(a) If actual starting/quitting times and lunch period is the regular time as defined in paragraph 3e, above, employee may indicate "R1," "R2," or "R3," as appropriate, for actual time (see Appendix A).

(b) If other than regular time is used, employees must record actual times of starting and quitting work. Lunch period elected will be recorded by indicating "30" (for 30 minutes), "45" (for 45 minutes), and "60" (for 60 minutes), as appropriate.

(4) As noted on sample matrix at Incl 1, other pertinent timekeeping information must be documented on the matrix. This includes any information regarding leave, overtime and compensatory time. The matrix may be used to document other related information useful to management, as noted on sample matrix.

(5) Timekeepers will maintain the Work Schedule Matrix and keep it current at all times. The form should be positioned or posted near the timekeeper's desk.

(6) Supervisors' schedule will be submitted to the next higher level supervisor for approval.

(7) Timekeepers will maintain the matrix with T&A report files for a period of one year IAW TAFFS 102-01.

g. Timekeepers will refer to the matrix to obtain data needed to complete daily T&A reports. The matrix and the T&A must agree each day as to the number of hours worked and any difference will be reported to the appropriate supervisor for resolution.

(1) Timekeepers will insure that proper notations are entered into the "Remarks" section of the organization T&A report (HC Form 171) when the following conditions occur:

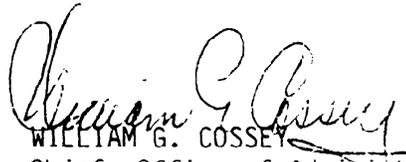
(a) When an employee is on leave immediately before and after a holiday, starting time and actual clock hours of leave taken must be reported.

(b) When an employee is injured on the job, starting time and time of injury must be reported.

(c) When an employee is AWOL, starting time and actual clock hours the individual is absent must be reported.

FOR THE COMMANDER:

1 Appendix
A - Matrix


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