

CEPOD-HR

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

PODR 690-1-22  
Change 1  
14 November 1993

Regulation  
No 690-1-22

11 June 1993

Civilian Personnel  
ALTERNATE WORK SCHEDULES - MAXIFLEX PROGRAM (TEST)

1. This change to PODR 690-1-22, 11 June 1993, permits employees working under the "Maxiflex" program to start work at 0600 or end at 1830.

NOTE: The intent of the earlier start time of 0600 is to permit employees to earn credit hours, avoid morning rush hour traffic, take longer lunches, take advantage of quiet office hours, improve morale and productivity, etc. This earlier start time is not intended for employees to leave work prior to 1500 on a daily basis using the credit hours earned. The core time band of 0900-1500 must be observed to the maximum extent possible. Supervisors will monitor the use of credit hours to ensure that the intent of the earlier start time is fulfilled and not abused.

2. The following changes are provided:

a. Paragraph 4d. Flexible Time Bands. Delete the last sentence and insert the following: "Flexible bands are 0600-0900, 1100-1300 (lunch band), and 1500-1830."

b. Paragraph 5c(3). First sentence revised to read: "Totaling hours worked, computing credit hours earned and or used, and documenting clock hours for credit hours earned and or used on ENG Form 4704 (see Appendix A for sample entries).

c. Add Paragraph 5d. Timekeepers. Timekeepers are responsible for transferring the pertinent day-to-day information from the completed and approved ENG Form 4704 to the time and attendance report (DA 4395) IAW paragraph 2-12, DA Pamphlet 37-2. Additionally, timekeepers will reflect a balance of credit hours earned (E) or taken (T) for the pay period on the back side of the DA 4395 on the "Pay Period Total" line. Timekeepers are not responsible for completing or auditing the employees' ENG Form 4704 each pay period.

d. Paragraph 6a. Revise the second sentence to read: "Employees must be present during the core time (or be in a leave status, use credit hours or compensatory time, or at lunch), and must complete the daily basic work requirement (8 hours for a full time employee) during the flexible periods.

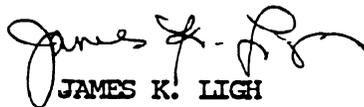
e. Paragraph 7a. Delete the first sentence and insert the following: "Employees must report for work during the morning flexible time band (as early as 0600 or as late as 0900)." Also, delete the last sentence and insert the following: "The normal daily work requirement (i.e., eight hours) cannot begin earlier than 0600 nor end later than 1830."

f. Paragraph 7i. Delete the sentence and insert the following: "All use of credit hours during and after the core time band is subject to supervisory approval in the same manner as use of leave or compensatory time."

g. Add Paragraph 7j. A 15 minute break may normally be allowed during each four hours of continuous work. This rest period will not be a continuation of a lunch period nor will a late starting time or an early quitting time be authorized in lieu of breaks.

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):

B

DEPARTMENT OF THE ARMY  
Pacific Ocean Division, Corps of Engineers  
Fort Shafter, Hawaii 96858-5440

PODR 690-1-22

CEPOD-HR

Regulation  
No. 690-1-22

11 June 1993

Civilian Personnel  
ALTERNATE WORK SCHEDULES - MAXIFLEX PROGRAM (TEST)

1. Purpose. This regulation implements policies and procedures of the Pacific Ocean Division Maxiflex Work Schedule Plan. It provides guidance regarding variable workday schedules and the accumulation and use of credit hours.

NOTE: The test period for the Maxiflex program will be twelve (12) months. A survey of all employees will be conducted at the end of this period. The results of the survey will be one of the factors used to determine if the program should continue. If at any time during the test period it becomes apparent that the program is not advantageous, appropriate measures may be taken by the POD Commander, or his designee, to terminate the test period.

2. Applicability. This regulation applies to all HQ Pacific Ocean Division (HQ POD) and Honolulu Engineer District (HED) organizations, including area and resident offices. All civilian employees except those on intermittent work schedules and Senior Executive Service (SES) are covered by this plan. Part-time student employees are restricted to a fixed work schedule while actually on a part-time schedule.

3. References.

- a. Title 5, U.S.C., Subsections 6121 through 6126
- b. 5 CFR, Part 610, Subpart D
- c. FPM Chapter 610
- d. AR 690-990-2, Books 610 and 630
- e. ER 690-1-600

4. Definitions.

a. Basic Work Requirement. The basic work requirement is the number of hours, excluding overtime, which an employee is required to account for by work, leave, use of compensatory time or credit hours. There is a basic work requirement of eight (8) hours per day or eighty (80) hours per pay period for full-time employees.

b. Core Time Band. The core time band is the designated period in which all employees must be present for work, at lunch, on approved leave, or using compensatory time or credit hours. The core time band is established as 0900 - 1500.

c. Credit Hours. All hours, within a flexible schedule established under Section 6122 of Title 5 United States Code (U.S.C.), which are in excess of an employee's basic work requirement and which the employee elects to work so as to vary the length of a workweek or another workday.

d. Flexible Time Bands. Flexible time bands are designated periods of time outside the core time band during which an employee elects his/her time of arrival, lunch period, and departure on a daily basis. Flexible bands are 0630 - 0900, 1100 - 1300 (lunch band), and 1500 - 1830.

e. Flexitime. A practice whereby fixed times of arrival and departure are replaced by a working day which is composed of two different types of time bands: core time band and flexible time band. The two requirements under any flexitime schedule are (1) an employee must be at work or on appropriate type of leave during the core time band and (2) the employee must account for the total number of hours he/she is scheduled to work each day (i.e., 8 hours for a full-time employee).

f. Normal Hours of Business. The period of time between 0730 and 1600 when supervisors must ensure provision for sufficient office coverage to respond to phone calls and/or requests for assistance.

5. Responsibilities.

a. Directorate of Human Resources is responsible for providing guidance, information, and clarification on work schedule policies, regulations, and procedures.

b. Supervisors and/or managers are responsible for:

(1) Assuring the accomplishment of the mission.

(2) Assuring that their offices are sufficiently staffed during the established business hours; i.e., 0730 - 1600.

(3) Monitoring work hours of subordinate employees for compliance with the Maxiflex program and taking corrective action or disciplinary action when warranted.

(4) Ensuring hours reported on the Alternate Work Schedule time Record, ENG Form 4704, are correct by certifying to the accuracy on the ENG Form 4704 and the time and attendance (T&A) card.

(5) Ensuring that each employee takes at least the minimum lunch period of 30 minutes.

(6) Approving or disapproving employee requests for leave or use of compensatory time or credit hours, considering the impact on accomplishment of mission, work load, and/or office coverage.

(7) Disallowing the earning of credit hours when the workload does not warrant the extra hours.

c. Employees are responsible for:

(1) Becoming familiar and complying with the procedures of this program as well as any restrictions and/or limitations which have been implemented in their directorate, division, branch, or section.

(2) Accurately and completely recording daily hours of work, leave, and credit hours on the ENG form 4704 and signing it when completed.

(3) Totaling hours worked, computing credit hours earned, and documenting clock hours for credit hours used on the ENG Form 4704. This is not the timekeeper's responsibility.

(4) Cooperating with their supervisor in planning work schedules to ensure that the office is adequately covered during established business hours and that in the supervisors judgment the mission is accomplished.

(5) Working credit hours only when there is work that needs to be done.

6. General.

a. The Maxiflex program implemented by this regulation is a flexible duty schedule under which eligible employees may vary arrival and departure times on a daily basis. Employees must be present (or in a leave status) during core time and must complete the daily basic work requirement (8 hours for a full-time employee) during the flexible periods. In addition, they may opt to work additional time during the flexible periods in order to accumulate credit hours which may be used to shorten a subsequent workday or workweek. Participation will be documented in accordance with paragraph 12. No one shall be required to work credit hours in lieu of paid overtime or compensatory time.

b. Provisions of the program apply to part-time as well as full-time employees to the maximum extent feasible consistent with efficient accomplishment of the workload. Supervisors are encouraged to establish the tour of duty for a part-time employee based on the total number of hours to be worked each day rather than the specific hours of work. Supervisors need not require part-time employees scheduled to work six hours or less per day to take a lunch break when they deem appropriate.

7. Features of the Maxiflex Program.

a. Employees must report for work during the morning flexible time band (as early as 0630 or as late as 0900). After completion of their daily basic work requirement, employees may depart at any time during the afternoon flexible time band (as early as 1500 or as late as 1830). Employees will notify their supervisor if their arrival time will be later than one hour past their normal arrival time. The normal daily work requirement (i.e., eight hours) can not begin earlier than 0630 nor end later than 1800.

- b. Employees may earn and use credit hours in quarter hour increments. A maximum of two credit hours may be earned per day.
- c. Credit hours may be earned only on regular work days (Monday - Friday) during the flexible time bands.
- d. All employees must record, on ENG form 4704, arrival and departure times, lunch periods, leave absences, and number of credit hours earned and used. Arrival and departure times must be recorded promptly relative to their occurrence. All entries must be in five-minute increments of the hour. Employees are to sign each ENG form 4704 upon completion indicating that it is accurate. See Appendix A for a completed sample ENG form 4704.
- e. All employees must take a minimum 30 minute non-paid lunch period. No more than two hours will be taken for the regular lunch period. Employees not "flexing out" during the flexible lunch band need not sign out for their lunch period. **However, when not signing out, employees must strictly adhere to the 30 minute limit.**
- f. 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 credit hours. Absence due to attendance beyond 30 minutes at professional luncheons and Toastmaster meetings will be allowed without charge to leave, based on supervisory approval.
- g. Credit hours earned may be used during the same pay period or accumulated for future use. Full-time employees may carry over a maximum of 24 credit hours from one pay period to the next. A part-time employee may accumulate and carry over a total equal to one-fourth (1/4) of his/her biweekly basic work requirement. For example, a part-time employee scheduled to work 64 hours per pay period may accumulate and carry over up to 16 credit hours from one pay period to the next. If at the end of a pay period an employee's total accumulated credit hours exceed the maximum carry over, the excess hours will be forfeited. Credit hours earned will be reflected in the remarks section of the Leave and Earnings Statement (LES). The credit hour balances will be reflected on the Leave Balance Report. **Supervisors must monitor the credit hour balances of their employees to be sure that hours in excess of the allowable maximum are not worked or recorded. In the event credit hours taken exceed the available balance, STARCIPS will automatically convert the excess to annual leave. In order to minimize the possibility that credit hours may be lost, employees who reach their maximum carry over are not authorized to work any more credit hours without supervisory approval for earning them and using them in the same pay period.**

h. The option of voluntarily working credit hours does not effect an employee's eligibility to receive payment (overtime rate, as appropriate) when additional work hours are officially ordered in advance by management.

i. All use of credit hours during the established core time is subject to prior supervisory approval in the same manner as official leave or compensatory time.

(1) Use of credit hours is restricted to those hours that have already been earned; advance of credit hours is not authorized.

(2) Employees must initial the T&A card or complete an SF-71, Application for Leave, for all credit hours used, just as they would when using leave.

8. Overtime. Overtime hours under the Maxiflex Program are those hours in excess of 8 in a day or 40 in a week which are officially ordered in advance by management and meet the criteria for being considered "hours of work" under the provisions of either title 5, U.S.C., or the Fair Labor Standards Act (FLSA). Refer to PODR 37-1-10, Authorization and Reporting of Overtime, Compensatory Time, and Holiday Work, for guidance in making "hours of work" and/or overtime determinations.

9. Change in Employment. Employees who leave HQ Pacific Ocean Division or the Honolulu District on a permanent basis through promotion, reassignment, transfer, resignation, etc., may use their balance of credit hours while still employed by HQ POD or HED or receive payment of the remaining balance up to the maximum amount allowable (see paragraph 7g). The same applies when, for whatever reason, an employee is no longer subject to this program. A request for payment must be approved by the appropriate supervisor and forwarded to Civilian Payroll. A copy of the employee's most recent LES must accompany the request to verify the hours balance.

10. Hours While in Temporary Duty Status (TDY). Employees who are on TDY or otherwise on official business away from their main office will adjust their working hours to a routine which is in conformance with the purpose of the visit and designed to gain the greatest advantage for the organization from the hours worked. An employee may earn credit hours while on TDY if the work schedule at the temporary duty site is such that hours in excess of the basic work requirement are permitted.

11. Travel. Credit hours may not be earned during any period of actual travel. This is true for travel in conjunction with a TDY assignment as well as for any other travel. Overtime (or compensatory time, if applicable) may be authorized. Refer to PODR 37-1-10, Authorization and Reporting of Overtime, Compensatory Time, and Holiday Work, for guidance in making overtime determinations.

12. Participation.

a. Request to Participate. Employees may work a variable workday without earning credit hours (basic flexitime) or they may work a variable workday and accumulate credit

hours (maxi flex). Employees wishing to participate in the Maxiflex program may do so by submitting a written request to his or her supervisor (see Appendix B). The employee will indicate on the request the clock hours of their normal daily work requirement. These requests will be maintained by the supervisor and must be reauthenticated whenever a new supervisor is selected as a permanent assignment or as a temporary assignment for at least one year.

b. Request for Waiver From Participation. A supervisor who believes that the Maxiflex program will not work for his/her office, must submit a request for waiver to the POD Commander explaining why the program is not feasible for that particular office. This request may be submitted at any time during the test period and may be temporary or permanent.

13. Penalties. Employees who fail to abide by procedures established in this regulation, may, at the discretion of the individual's supervisor, be restricted to a fixed schedule. Abuse of the privileges granted by the Maxiflex program, such as recording of false arrival or departure time, may result in a charge of absence without leave or may become the basis for disciplinary action.

FOR THE COMMANDER:

  
JAMES K. LIGH  
Director of Information Management

2 Appendixes  
App A Sample ENG Form 4704  
App B Request to Participate

DISTRIBUTION: (List 93-1)  
B



11 June 1993

PODR 690-1-22

APPENDIX B

REQUEST TO PARTICIPATE

CEPOD-XX

(Date)

MEMORANDUM FOR CEPOD-XX (Supervisor)

SUBJECT: Request to Participate in the Maxiflex Program

1. Reference PODR 690-1-XXX.
2. In accordance with the above stated reference request permission to participate in the Maxiflex Program. My normal daily work requirement will be from (arrival time) to (departure time).

(Employee's Signature)

CEPOD-XX 1st End

(Spell out supervisor's office)

FOR (Employee)

Approved

Disapproved

(Supervisor's Signature)