



DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCE
1915 FORRESTAL DRIVE
NORFOLK VA 23551-4615

COMNAVRESFORINST 12611.1C
N00CP
10 Aug 2018

COMNAVRESFOR INSTRUCTION 12611.1C

From: Commander, Navy Reserve Force

Subj: REGULAR AND ALTERNATE CIVILIAN WORK SCHEDULES

Ref: (a) 5 U.S.C. §61
(b) 5 C.F.R. §610
(c) DoD Instruction 7000.14-R, Volume 1, General Financial Management Information, Systems, and Requirements, June 2010
(d) DoD Instruction 1400.25, Volume 300, DoD Civilian Personnel Management System of 10 December 2008
(e) OPM 2018 General Schedule Locality Pay Tables

Encl: (1) Work Schedule Request
(2) Definitions
(3) Types of Flexible Work Schedules

1. Purpose. This instruction sets forth policy regarding civilian work schedules. This program will be administered per references (a) through (e) and the guidelines set forth below. Enclosures (1) through (3) are provided for information and use, as appropriate. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. COMNAVRESFORINST 12611.1B.

3. Applicability. This instruction applies to all commands and activities covered under Commander, Navy Reserve Force (COMNAVRESFOR).

4. Background. Reference (a) establishes hours of work under the normal 8 hours per day, 40 hours per week schedule and the Alternate Work Schedule (AWS). The AWS encompasses any Compressed Work Schedule (CWS) or Flexible Work Schedule (FWS) as provided in this instruction. The CWS provides the opportunity to work 80 hours in a bi-weekly period compressed into 8 or 9 scheduled working days with 1 or 2 regularly scheduled days off from work. The CWS uses the acronym Regular Day Off (RDO) to describe the scheduled day(s) off from work. The FWS provides further scheduling flexibility by allowing day-to-day work hour adjustments around a required period of presence at the command.

5. Collective Bargaining Agreements: Provisions of an existing collective bargaining agreements (CBA), memorandum of understanding (MOU), and/or memorandum of agreement (MOA) applicable to bargaining unit employees supersede the policies and procedures outlined herein unless to do so would violate any applicable government-wide law, rule, or regulation.

6. Policy. Implementation of the AWS is to relieve stress, enhance personnel retention and improve morale. AWS is a privilege not an entitlement, and is subject to the discretion of COMNAVRESFOR commanders, commanding officers (CO) or delegated authority.

a. Civilian employees who choose not to participate in an AWS will remain on a regular scheduled work week of 5 days, 8 hours per day, plus 30 minutes for lunch each day.

b. Participation in AWS is strictly voluntary. An employee's request to participate in AWS may be approved provided it does not interfere with effective mission accomplishment or performance of assigned duties. However, certain employees may be required to remain on the basic work week schedule because of the nature of the work. COMNAVRESFOR commanders, COs, and headquarters deputy chiefs of staff (DCOS)/special assistants (SA) will have the approval authority for their employees' basic work schedules (CWS or FWS). Every reasonable effort will be made to accommodate employees' work schedule requests. When on CWS or FWS, day-to-day work schedules may be approved by the branch head/supervisor.

c. Employees who are approved to work CWS will work an 80 hour bi-weekly period compressed into 8 or 9 scheduled working days. The range of hours an employee may be authorized to work are between 0600 and 1800, Monday through Friday. All employees are expected to work during the core hours of 0900-1430 unless otherwise not scheduled to work. Each bi-weekly period, a CWS schedule will include one 8.5-hour day, eight 9.5-hour days and one RDO or eight 10.5-hour days and two RDOs. Each day includes a 30 minute lunch break. Start and end times for CWS are fixed and cannot vary.

d. The RDO is a day that the employee and supervisor have mutually agreed to be a fixed scheduled day(s) off. In those instances where a mutual agreement cannot be reached as to the RDO, the supervisor will have the final decision. The RDO cannot be changed from pay period to pay period for the convenience of the employee, such as temporary schedule change to coordinate an RDO with a holiday.

e. FWS are hours in which an employee may deviate from a specific arrival and departure time on a daily basis. Depending on the specific type of FWS, the employee will either work a 5-day, 40-hour work week or if on an authorized maxiflex schedule, may vary the numbers of hours per day and days per week, provided the employee works 80 hours per pay period. The FWS hours are a schedule about which the employee and supervisor/branch head have agreed. In instances where an agreement cannot be reached as to the FWS, the supervisor/branch head will have the final decision. The schedule can be changed within a pay period with supervisor/branch head concurrence to meet unanticipated work demands. See enclosure (3) for types of FWS.

f. Employees who are approved to work FWS hours will work 80 hours within a bi-weekly period. Branch heads/supervisors may adjust starting times (between 0600 and 0900) for their employees as necessary. A normal work day will not begin before 0600 or end after 1800 unless

authorized by the COMNAVRESFOR commanders or DCOS/SA, COs, and requires mission specific justification. Each work day will include a 30 minute lunch break. For more information about work rules, see section 7f.

g. An FWS employee, with the supervisor's concurrence, may elect to work in excess of his/her approved work schedule to meet unanticipated work demands. Credit hours are earned when work is performed at the option of the employee, but with prior approval of the supervisor.

h. Establishing hybrid work schedules that borrow selectively from the CWS and/or FWS authority is not authorized.

i. First level supervisors maintain responsibility for monitoring Time and Attendance (T&A) for all their employees. This will include those whose schedules fall entirely, or in part, outside the supervisor's work schedules.

j. Supervisors/higher level management officials retain the authority to set or change any work schedule to avoid adverse impact on daily operations. Enclosure (1) will be used by the supervisors to record an employee's work schedule. A copy will be maintained by the supervisor.

k. Employees who wish to make basic work schedule changes (i.e., from FWS to CWS, or from CWS to FWS, etc.) will complete and submit a new work schedule request form using enclosure (1), to his/her first level supervisor for approval. A copy will be maintained and forwarded by the immediate supervisor to the commander/department head and command time keeper prior to the beginning of the next pay period.

7. Administrative Procedures

a. Schedule Adjustments. Activities may require employees to follow a traditional fixed schedule (8 hours a day, 40 hours a week) during periods he/she is out of the office on official business and/or situations described below. The following adjustments to the CWS will be considered mandatory for all employees. However, activities may establish their own mandatory guidelines pertaining to scheduled adjustments, but must first contact the COMNAVRESFOR Civilian Human Resources Office (CHRO) for concurrence.

(1) Employees scheduled to attend training in excess of 5 or more continuous days, or scheduled to attend training on an RDO.

(2) Employees scheduled to serve on jury duty in excess of five or more continuous days, or scheduled to serve on jury duty on an RDO. (See COMNAVRESFORINST 12630.3, pertaining to court leave)

(3) Employees scheduled to participate in military reserve duty in excess of 5 or more continuous days, or scheduled to participate in military reserve duty days on an RDO.

(4) Employees scheduled for Temporary Duty (TDY) or travel in excess of 5 or more continuous days, or scheduled for TDY or travel on an RDO.

(5) Employees scheduled to be furloughed during a pay period.

(6) Employees in receipt of Continuation of Pay (COP) receiving Worker's Compensation for lost time in excess of 5 or more continuous days.

(7) Other situations:

(a) When an employee's performance has declined to an unacceptable level and/or an employee is placed on a performance improvement plan (PIP).

(b) When an employee is issued a corrective action (i.e. letter of requirement, letter of reprimand (LOR), suspension) as a result of misconduct, the supervisor may require the employee to follow a traditional fixed schedule.

(c) When an employee is suspended or is being removed from Federal service as a result of an adverse action.

(d) When an employee is placed on an administrative leave as a result of a proposed adverse action.

b. The above situations require employees to revert to or be scheduled for a regular tour of duty to consist of five 8.5-hour work days. This adjusted tour of duty will be for the entire pay period(s) in which the absence or situations takes place and will be documented in advance of the pay period.

c. Holidays. When a holiday occurs on an employee's RDO, the employee will observe the holiday on the preceding scheduled workday. The only exception to this is when one of the fixed holidays (e.g. Christmas, New Year's Day, Veteran's Day, and Independence Day) occurs on a Sunday and is therefore observed on a Monday. In this case, any employee whose RDO is that Monday will observe the holiday on the next scheduled work day and be credited with 8 or 9 hours, as appropriate, towards the 80-hour bi-weekly period. All other employees will be credited with 8 hours for the holiday to be credited towards the employee's 80-hour bi-weekly period.

d. Credit Hours. Credit hours (hour-for-hour) are hours granted to an employee in lieu of pay. Credit hours are hours that an employee elects to work, with supervisor approval, in excess of the employees basic work requirement under the FWS. The basic work requirement for full-time employees is 80 non-overtime hours in a 2-week pay period. Employees may earn credit hours by obtaining approval from their supervisor, who is authorized to approve their time and attendance. Credit hours must be earned before they are used. Credit hours are not permitted under the CWS program.

10 Aug 2018

(1) A full time employee may accumulate a maximum of 24 credit hours. All credit hours in excess of 24 hours will be forfeited. Only 10 hours may be earned in any one pay period. Credit hours shall be earned and used in the same increments as other leave. The type of hour code (CD) shall be used for credit hours earned and "CN" for credit hours taken in the Standard Labor and Data Collection and Distribution Application (SLDACADA) T&A system.

(2) A part time employee is limited to the credit hours to be carried forward on a pro-rated basis. Part time employees may carry over credit hours from one bi-weekly pay period to a subsequent bi-weekly pay period, in an amount equal to 25 percent of the bi-weekly pay period, in an amount equal to 25 percent of the bi-weekly scheduled hours of work.

e. Overtime/Compensatory Time. Overtime (OT) and Compensatory (CT) in lieu of OT pay will be granted for work performed in excess of the regularly scheduled hours (i.e., 8, 9 or 10 hours per day depending on the employee's specific schedule).

(1) OT and CT require prior approval, via the chain of command from the COMNAVRESFOR chief of staff and/or COMNAVRESFOR commanders/COs. OT/CT requests will be completed on NAVCOMPT Form 2282, OT/CT request and authorization or within SLDCADA. OT/CT requests must state the reasons for the request and why the work cannot be performed during normal working hours. Supervisors must ensure requests are forwarded in a timely manner to allow consideration of the request before the OT is worked/CT is earned.

(2) Supervisors should ensure earned CT is granted to an employee within a reasonable time after the employee performs the CT. Employees must use accrued CT by the end of the 26th pay period after the pay period during which it was earned and supervisors may require employees to use their CT before annual leave to avoid payment for CT to OT. CT must be used by the 26th pay period after that in which it was worked to avoid conversion of CT or OT. Payment of OT as a result of this conversion is money that is not budgeted and could result in a funding shortfall.

f. Work Hours. For employees on all work schedules, a normal work day may not begin before 0600 or end after 1800 unless authorized by the COMNAVRESFOR commanders/COs or DCOS/SA, COs, and requires mission-specific justification. Prior to approving such a schedule, command management should fully understand the implications of hours worked between 1800 and 0600: Scheduled hours worked between 1800 and 0600 on any work schedule require payment of night differential pay. There may also be a safety issue with permitting employees to work during these hours.

g. Sunday Pay. An employee is entitled to Sunday pay for work performed during a regularly scheduled basic 8-hour tour of duty that begins or ends on a Sunday. For this purpose, Sunday work consists of nonovertime work during an employee's regularly scheduled basic tour of duty (not to exceed 8 hours) that begins or ends on a Sunday. An employee under a compressed work schedule is entitled to Sunday work premium pay for all non-overtime hours

the employee works during each regularly scheduled basic tour of duty that begins or ends on Sunday. An employee under a FWS is entitled to Sunday premium pay for up to 8 hours of his or her basic work requirement based on electing to work flexible hours during a basic tour of duty that begins or ends on Sunday. However, an agency may preclude employees from working flexible hours during a basic tour of duty that begins or ends on Sunday. Employees may not earn Sunday premium pay when they earn or use credit hours.

h. Rotational Assignments/Details. The work schedule of an individual on AWS will revert to the basic assignment detail for each bi-weekly pay period during rotational assignments and details, unless otherwise permitted by the host organization. Upon completion of the assignment, the employee may request reinstatement to the AWS.

i. RDO. RDO cannot be accumulated. The earned day-off must be taken within the 80-hour bi-weekly pay period.

8. Responsibilities

a. COMNAVRESFOR Director Civilian Human Resources (N00CP) are responsible for:

- (1) Coordinating, monitoring and evaluating the AWS program.
- (2) Providing policy and procedural guidance to managerial, supervisory and timekeeping personnel responsible for executing the AWS program.
- (3) Providing AWS information to COMNAVRESFOR civilian employees.

b. COMNAVRESFOR commanders/COs are responsible for:

- (1) Holding supervisors accountable for proper leave administration and for accurate recording and reporting of T&A for employees under their supervision
- (2) Approving and disapproving OT and CT requests.
- (3) Conducting periodic internal AWS reviews to ensure the program is serving the needs of management as well as the employee.
- (4) Ensuring mission accomplishment by establishing efficient and equitably managed work schedules within their organizations.
- (5) Ensuring sufficient coverage of their respective organizations.

c. Immediate supervisors are responsible for:

(1) Ensuring mission coverage by establishing work schedules that facilitate efficient accomplishment of activity business.

(2) Ensure awareness and compliance with the provisions of this instruction.

(3) Ensuring that attendance and leave are approved recorded and reported per the provisions of this instruction.

d. Command Timekeeper is responsible for maintaining a current file of personnel T&A documentation.

e. All employees participating in the AWS program will comply with the policies and procedures contained in this instruction.

9. Action. Provisions and policies of this instruction and enclosure (1) through (3) are effective upon the date of issuance.

10. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

11. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFOR will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.


R. B. JOHNSON
By direction

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via COMNAVRESFOR Web site, <https://www.public.navy.mil/nrh/pages/instructions.aspx>

WORK SCHEDULE REQUEST

From: _____

To: _____

Subj: _____

1. ☐ Basic

☐ AWS: ☐ Fixed ☐ Gliding ☐ Maxi-flex

Start time _____ Stop time _____

☐ CWS: ☐ 4/10 Plan ☐ 5/4-9 Plan

Start time _____ Stop time _____

RDO _____ (Mon-Fri)

_____ 1st week _____ 2nd week

Employee's Signature

2. ☐ Your work schedule request is approved as provided above.

3. ☐ Your work schedule request is modified/ approved as follows:

a. 4/10: 10 hour days: Start time _____ Stop time _____

b. 4/10: RDO _____ (Mon-Fri) _____ 1st week _____ 2nd week

c. 5/4-9: 9 hour days: Start time _____ Stop time _____

d. 5/4-9: RDO _____ (Mon-Fri) _____ 1st week _____ 2nd week

4. ☐ Your participation in the AWS Program is denied for the following reasons:

Supervisor's Signature

DEFINITIONS

1. Alternate Work Schedule (AWS). Any FWS or CWS requested by an employee and approved by the employee's supervisor.
2. Basic Work Day. Consists of an 8- hour work day plus a 30 minute lunch break.
3. Basic Work Week. A fixed work schedule of 40-hour workweek consisting of five 8-hour workdays, plus 30 minute lunch break each workday.
4. Compensatory Time. CT may be approved in lieu of OT pay for work in excess of 80 hours in a bi-weekly pay period and is officially approved by management in advance. Accrued CT not used by the end of the 26th pay period after the pay period during which it was earned will be automatically converted and paid out as OT.
5. Compressed Work Schedule (CWS). A fixed work schedule that completes the 80-hour bi-weekly work requirement in less than 10 workdays. The number of hours in a week can vary. Approved CWS schedule for employees are listed in paragraph 5(c).
6. Core Hours. The designated portion of each day when all personnel must either be on duty or on leave. Core hours are 0900-1430.
7. Credit Hours. Credit hours are hours that an employee elects to work, with supervisory approval, in excess of the employees basic work requirement under a FWS. The basic work requirement for full-time employees is 80 non-overtime hours in a bi-weekly 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 for an equal number of hours of the employees basic work requirement with no loss of basic pay.
8. Flexible Time Band. That portion of the workday before and after core hours. Flexible time bands are 0600-0900 and 1430-1800.
9. Flexible Work Schedule (FWS). An approved work schedule consisting of 80 hours in a bi-weekly pay period. Depending on the specific type of FWS, employees may vary their daily arrival and departure times and/or work fewer than 10 days in a bi-weekly pay period. Employees may earn credit hours on this schedule.
10. Full Time Employees. An employee who has a set 80-hour work schedule per bi-weekly pay period.

10 Aug 2018

11. Lunch Break. A lunch break is an approved 30-minute break in a nonpay and nonwork status that interrupts a basic workday or a period of overtime work for the purpose of permitting employees to eat or engage in permitted personal activities. The lunch period should normally be taken between 1100 and 1300. The lunch break will not be taken at the end of the workday to allow an employee to leave early without charging leave.

12. Overtime Hours. OT is work performed for all hours in excess of 80 hours in a bi-weekly pay period and is officially approved by management in advance. All OT, regardless of work schedule, must be authorized and approved in advance for hours worked outside or in addition to an employee's normal work hours. In working approved OT, employees who are exempt from the Fair Labor Standards Act (FLSA), can be required to earn CT in lieu of OT pay; however, employees who are non-exempt from FLSA cannot be required to earn CT in lieu of OT pay.

13. Regular Work Schedule. An approved work schedule consisting of 80 hours in a bi-weekly pay period, which consists of 8-hour workdays, plus a 30 minute lunch break.

TYPES OF FLEXIBLE WORK SCHEDULES

Types and Definitions

1. Fixed FWS. A FWS, where the employee works 8 hours per day and has a set time to report to work each day with a range of authorized hours. The employee must be present during the core hours unless on approved leave. Credit hours may be authorized.
2. Gliding FWS. The employee has a basic work schedule of 8-hour days, 40-hour weeks and 80 hours bi-weekly, but may vary daily arrival and departure time and must be present during the core hours unless on approved leave. Credit hours may be authorized for this schedule.
3. Maxi-flex FWS. The employee has a basic work requirement of 80 hours bi-weekly, but may vary daily arrival and departure time and must be present during the core hours unless on approved leave or have supervisor approval to flex hours. The number of hours in a day and/or the number of days in a week may vary. Credit hours may be authorized for this schedule.