

CESWL-ZA

DEPARTMENT OF THE ARMY  
Little Rock District, Corps of Engineers  
P. O. Box 867  
Little Rock, AR 72203-0867

SWLR 690-1-620

Regulation  
No. 690-1-620

24 October 1995

**Civilian Personnel  
ALTERNATIVE WORK SCHEDULE**

1. **Purpose.** This regulation provides guidance and policies to implement the Little Rock District Alternative Work Schedule (AWS) Program, which will provide more flexibility in tours of duty and hours of work.

a. The intent of the program is to allow supervisors greater flexibility in establishing work schedules which are responsive to employees' needs, while maintaining our high level of customer support.

b. This regulation will supplement LRDR 690-1-610, Hours of Work.

2. **Applicability.** This regulation applies to all full-time employees of the Little Rock District.

3. **References.**

- a. Public Law 97-221
- b. ER 37-1-20
- c. Title 5, U.S. Code, Chapter 61, Hours of Work
- d. ER 690-1-600
- e. LRDR 690-1-610

4. **Definitions.**

a. Alternative Work Schedule (AWS) Program. An AWS is an approved work schedule which may modify work time of an employee. Little Rock District's work schedule is to be one of three options. Specifically:

(1) **5-4-9 Schedule.** Nine days worked each pay period instead of the current 10 days. Employees participating in the program will work 9 hours each day for 8 days and 8 hours for 1 day each pay period.

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This regulation supersedes SWLR 690-1-620 DRAFT dated 30 June 1994

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(2) 4-10 Schedule. Eight days worked each pay period instead of the current 10 days. Employees participating in the program will work 10 hours each day for 8 days. This option is normally reserved for field offices. It may be used by District Office employees with the approval of the Deputy District Commander, if favorably recommended by the Division/Office Chief.

(3) 10-Day Schedule. Ten days worked each pay period. Employees participating in the program will work 8 hours each day for 10 days, as is the current policy.

Variations of these three options, if approved by the Chief, Construction-Operations Division, may be implemented in the field offices to meet unique work situations.

b. Adverse Impact. The term "adverse impact" means:

- (1) reduction in productivity of the work unit;
- (2) diminished level of services furnished to the public; or
- (3) an increase in the cost of operations (other than a reasonable administrative cost relating to the process of establishing an alternative work schedule).

## 5. Policy and Procedures.

a. Participation in the Alternative Work Schedule (AWS) Program is voluntary for employees. Employees do not have to work an alternative work schedule if they prefer to remain in a traditional 5-day, 40 hour a week schedule. However, total participation/agreement may be required of some work units to accomplish the Agency mission or to safeguard employees. Since it is the intent of this command to allow maximum participation in the AWS program, supervisors will not deny or revoke participation without adequate justification. The causes for removing a work unit from an AWS schedule will be documented and retained.

b. Eligibility. All full-time employees of the Little Rock District are eligible to participate. Employees in a bargaining unit represented by an exclusive representative are eligible to participate in the AWS program, if expressly provided by the appropriate collective bargaining unit agreement. Temporary employees may participate at the discretion of the Chief of their Division or Office. Exceptions to this are:

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(1) One-person offices within the district headquarters except with the concurrence of the Deputy District Commander.

(2) Work units that can only perform its mission as a team when less than the full group elects to participate.

(3) Employees in individual offices, branches or sections whose attempt to work an AWS resulted in adverse impact, as determined by the Deputy District Commander.

c. Program Requirements.

(1) The AWS program availability must be consistent with the District's workload requirements and mission activities, and must not cause adverse impact. Supervisors are authorized to approve or disapprove specific schedules based on adverse impact with Division/Office Chief approval.

(2) Time and attendance reporting will be conducted in accordance with prescribed procedures outlined in CETAL directives. Attendance and leave accounting procedures may be modified when assessment results indicate the procedures do not assure recordkeeping practices which conform to law, regulation, and General Accounting Office guidance and requirements.

(3) All work schedules must be approved by the first and second line supervisors with Division/Office Chief concurrence. If the first line supervisor is a Division/Office Chief, no secondary approval is necessary.

(4) Use Form SF 71, Application for Leave, to document temporary, infrequent changes to an individual AWS. For permanent changes, use the form at Appendix A.

d. Supervisory Responsibility.

(1) Supervisors may temporarily suspend the operations of the AWS in all or any part of their work activity in emergency situations.

(2) Supervisors will approve or disapprove specific scheduling options or individual work schedules based on impact. When non-emergency adjustments or cancellations are necessary, supervisors will consider the impact on employees' personal commitments and afford them as much advance notice as possible. Supervisors may adjust AWS schedules for employees as necessary and will provide the employee with the reasons for the

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adjustment. Supervisors may cancel individual participation. Such cancellation will be documented and justified.

(3) Supervisors will attempt to accommodate employee's first, second, or third choices of days off.

(4) Supervisors may determine that, although the choices of employees are acceptable, too many may have chosen to be off on the same day. In this case, a decision will be made that only a particular number of employees may have that day off and the others will be scheduled for another day off.

(5) Certain circumstances, such as travel or training, may make it necessary for the tour of duty to be temporarily adjusted to a regular 5-day, 8-hour tour. When an employee is on TDY and his/her required duties will allow for a 9/10-hour day (e.g. site visits), there is no need to change the AWS. However, if an employee is TDY for training purposes, conferences, etc., the schedule should revert back to a regular 5-day, 8-hour tour. When an AWS is adjusted, the supervisor must ensure that the 80-hour work period is accounted for and provide the timekeeper with documentation, specifying the adjusted work schedule. An exception could include a supervisor approving annual leave to make up the difference of hours in the regular tour of duty.

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

e. Employee Responsibility.

(1) All eligible employees who desire to participate in AWS are required to complete a Work Schedule Request Approval (Appendix A). Each employee will complete this schedule request form and submit it to his/her supervisor. The supervisor will make copies for distribution to the timekeeper. Any subsequent changes should go through the same procedure.

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

(3) All employees participating in the AWS program may request changes in their schedule once per quarter. Exceptions may be made for personal hardship or for the mutual benefit of the employee and the agency. Any approved change must be

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effective at the beginning of a pay period. Timekeepers will input changes to CETAL as they are approved.

(4) All employees will state their first, second, and third choices for days off when requesting approval of an alternative work schedule.

(5) Employees working an AWS are required to notify their supervisor and their timekeeper of events, such as training or meetings and/or travel, which will require a change from an AWS to a standard 8-hour, 5-day tour.

f. AWS Work Hours Requirements. For employees working under the AWS program, the following work hour requirements supersede those of LRDOM 690-1-610. This regulation will not alter any individual employee's program of flexible hours or other duty arrangement approved by the District Commander.

(1) Official office hours are from 0745 to 1200 and from 1245 to 1630, and all offices will be staffed during these hours. Flexible scheduling of individual employee's hours of duty is permitted between 0630 to 0845, from 1115 to 1330 with no less than 30 minutes for lunch, and from 1500 to 1745.

(2) Individual "core" hours for the Little Rock District are 0845 to 1500 excluding lunch. "Core hours" or "core time" is that portion of the daily work schedule during which all employees, unless otherwise in an approved leave or excused absence status, must be present for work.

(3) The maximum normal authorized workday is 10 hours.

(4) Lunch periods will be no less than 30 minutes and no more than 60 minutes in duration for each day worked.

g. Holiday/Leave Time Requirements.

(1) Leave time will be charged at a rate consistent with the time normally worked on the leave day, i.e., 9 hours for a day which is normally a 9-hour day, 8 hours for an 8-hour day, or 10 hours per day if a 4-10 schedule is worked.

(2) Holiday time will be charged at a rate consistent with the time normally worked on that day. Example: If the employee is scheduled to work 8 hours on the day designated as a holiday, they will be paid for 8 hours. An employee scheduled for 9 hours on a day designated as a holiday will be paid for 9 hours.

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(3) If a holiday falls on an employee's day off, "in lieu of" holidays will be scheduled in accordance with 5 U.S.C. Section 6103(b):

(a) if the actual holiday falls on Sunday, and the scheduled AWS day off is Monday, then the next regularly scheduled workday (i.e., Tuesday) becomes the employee's in-lieu-of holiday.

(b) if the actual holiday is not a Sunday, the last scheduled workday preceding the holiday is the employee's in-lieu-of holiday.

Example: An employee's administrative workweek is Monday through Friday. The employee has chosen Friday as his/her day off but the holiday falls on Friday therefore the employee's in-lieu-of holiday is the preceding Thursday. Timekeepers would show Thursday as the holiday (HOL) and Friday as the non-workday (N).

Example: An employee's administrative workweek is Monday through Friday. The employee has chosen Monday as his/her day off but the holiday falls on Monday (such as 29 May 1995), therefore the employee's in-lieu-of holiday is the preceding Friday (26 May 1995). Timekeepers would show Friday as the holiday (HOL) and Monday as the non-workday (N).

Example: An employee's administrative workweek is Monday through Friday. The employee has chosen Friday as his/her day off. There is a Saturday holiday (such as 11 November 1995). Therefore Friday (10 November 1995) is still the employee's AWS day off, and Thursday (9 November 1995) is his/her in-lieu-of holiday. Timekeepers would show Friday as the non-workday (N) and Thursday as the in-lieu-of holiday (HOL).

h. Overtime Compensation. Paid overtime or equivalent hours of compensatory time will be earned for any hours worked over the assigned daily and/or weekly tour of duty.

**6. Special Considerations.** All employees, when planning meetings, should take the Little Rock District's AWS into consideration. The days of Tuesday, Wednesday, and Thursday between the core hours of 0845 and 1500 could be viewed as ideal scheduling hours. Employees and supervisors should also be mindful of the hours worked at other offices before visiting them. It is each employee's responsibility to coordinate hours to be worked with his/her supervisor, the office visited, and the

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timekeeper to ensure most efficient use of time for mission accomplishment.



P. S. MORRIS  
Colonel, Corps of Engineers  
District Engineer

**Appendix:**  
App A - Request for  
Alternative Work Schedule

DISTRIBUTION C

APPENDIX A  
REQUEST FOR ALTERNATIVE WORK SCHEDULE

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TO:	CONCUR	DATE
AUTHORIZING OFFICIAL (FIRST LINE)	SIGNATURE	
AUTHORIZING OFFICIAL (SECOND LINE)	SIGNATURE	
DIVISION/OFFICE CHIEF	SIGNATURE	

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REQUEST THAT MY TOUR OF DUTY BE CHANGED TO THE FOLLOWING ALTERNATIVE WORK SCHEDULE:

	WORK SCHEDULE	BEGINNING	ENDING	LUNCH	
		TIME	TIME	BEGIN	END
(1)	9-HOUR DAYS (short) 8-hr day	_____	_____	_____	_____
(2)	10-HOUR DAYS	_____	_____	_____	_____
(3)	8-HOUR DAYS	_____	_____	_____	_____

DAY OFF: First Choice \_\_\_\_\_ Second Choice \_\_\_\_\_  
Third Choice \_\_\_\_\_ (Authorizing Official will circle approved day off)

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DATE \_\_\_\_\_ EMPLOYEE'S SIGNATURE \_\_\_\_\_

TO: TIMEKEEPER DATE:

Employee has been approved to work the alternative work schedule shown above.