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CH-1 of 28 Mar 1996



DEPARTMENT OF THE NAVY
NAVAL AIR WARFARE CENTER AIRCRAFT DIVISION
PATUXENT RIVER, MARYLAND 20670-5304

NAVAIRWARCENACDIVINST 12620.1
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NAVAIRWARCENACDIV INSTRUCTION 12620.1

From: Commander, Naval Air Warfare Center Aircraft Division

Subj: COMPRESSED WORK SCHEDULE (CWS)

Ref: (a) Title 5, U.S.C., Chapter 6127
(b) OCPMINST 12610.1 (CPI 610.91)

Encl: (1) NAWCAD Work Schedule Form

1. Purpose. To set forth policy and procedures for the implementation of a Compressed Work Schedule (CWS) Program in accordance with references (a) and (b).

2. Scope. Applies immediately to all NAVAIRWARCENACDIV bargaining unit employees at Patuxent River and all non-bargaining unit employees, military and civilian, throughout the NAVAIRWARCENACDIV. Bargaining unit employees under CWS programs contrary to the one contained herein are excluded from coverage until local agreements can be concluded bringing them into concurrence. Inconsistencies between this instruction and site practices affecting bargaining unit employees should be addressed via local partnerships consistent with mission accomplishment. This instruction does not apply to Naval Air Systems Command Headquarters' employees stationed at Patuxent River or Webster Field.

3. Background. Reference (a) provides authority for the establishment of compressed work schedules and guidance for implementing them. Reference (b) provides guidance for Department of the Navy activities. The main objective for implementation of a uniform CWS Program across the NAVAIRWARCENACDIV is to improve the quality of worklife, assist employees in dealing with family type issues, reduce the use of employee leave for medical appointments and personal business, and improve efficiency by consolidating the various CWS's in place within the division.

4. Definitions.

a. CWS. A schedule that enables a full-time employee to work 80 hours per pay period in less than 10 workdays.

b. Core Time. The hours during which all employees on a CWS must be present for work. Core hours under this CWS are from 0830 to 1500, with time off for lunch.

c. Non-Core Time Band. That portion of the workday during which activities may establish starting and ending times. The non-core timebands under the CWS program are 0630 to 0830 and 1500 to 1800. (NOTE: The Work Schedules Act of 1982 prohibits combining flexible work schedules and CWS.)

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5. Policy.

a. It is the policy of the Commander, NAVAIRWARCENACDIV, to implement a CWS in those segments of the work organization where it is compatible with the nature of the work, and circumstances permit the operation of a CWS without negative impact on mission accomplishment. A reasonable effort will be made to accommodate individual work schedule requests. However, in the interest of mission accomplishment, supervisors may require employees to remain on the standard 5 day, 40 hour workweek schedule. Exclusions from a CWS must be in accordance with paragraph 8 below.

b. All employee participation in a CWS will be on a voluntary basis. No employee shall be required to participate in a CWS. Full-time personnel who elect not to participate in a CWS will remain on a standard 5 day, 40 hour workweek schedule.

c. Once established, work schedule changes will be kept to a minimum. Changes are made for a duration of no less than one pay period.

6. Responsibilities.

a. Competency Supervisors through coordination with Team Leaders shall:

(1) Determine positions to be excluded from the CWS and so advise incumbents and the local union when appropriate.

(2) Develop appropriate work schedules ensuring that all schedules adhere to the core and non-core time bands.

(3) Ensure that attendance is recorded and leave is approved and reported.

(4) Ensure contracts are written to support their competency organization.

b. Employees shall:

(1) Familiarize themselves with this instruction and comply with its provisions as applicable.

(2) Ensure that leave is properly requested and approved.

c. The Comptroller shall act as the liaison with the Human Resources Office regarding any pay problems or issues associated with the implementation of the CWS program.

d. The Human Resources Office shall provide information and guidance concerning the policies and procedures of this instruction.

e. Local Commanding Officers as site managers have a certain amount of authority to establish working hours at their sites. This authority includes minor modifications to the core time and other provisions needed to achieve highest overall site efficiency and morale. Commanding Officers must strive to achieve the overall site goal of 80/20 as stated in paragraph 7.e. If this goal cannot be achieved by 1 January 1996, the Commanding

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Officer will advise the Commander of the reasons for the delay and provide an estimate of time required to accomplish that goal.

f. NAVAIRWARCENACDIV Management shall work in tandem with local unions to monitor the effects and make recommendations regarding changes that may be required.

7. Basic Work Schedule (5-4/9 Plan).

a. The basic workweek for NAVAIRWARCENACDIV employees under the CWS Plan will consist of the first week with four 9 hour days totaling 36 hours. The second week will have one 8 hour day and four 9 hour days, totaling 44 hours. This schedule provides for one additional day off (payday Friday), one 36-hour workweek, and one 44 hour workweek as follows:

CWS Schedule

<u>Week</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thur</u>	<u>Fri</u>	<u>Sat</u>	<u>Total Hours</u>
1	X	9	9	9	9	OFF	X	36
2	X	9	9	9	9	8	X	<u>44</u>
Total								80

b. All full-time schedules will include a 30 to 60 minute unpaid lunch break between the hours of 1100 and 1300. On days when leave is charged as part of the workday, employees may work up to six and one-half hours without a lunch break.

c. Any changes to the schedule must be approved by the supervisor in coordination with the Team Leader and must be for one pay period or longer. Changes will be submitted on enclosure (1) and will be effective at the beginning of the pay period following approval.

d. Employees participating in the CWS must maintain such work schedule for a minimum of 6 months. An employee may change between CWS and a standard 8 hour work schedule only during either of the "open window" periods which occur in the last 2 weeks of March and September with resultant changes effected with the first full pay period of the following month. Exceptions to this policy will be handled on a case-by-case basis as emergencies, personal hardships, or special circumstances arise.

e. The program's goal is to have 100 percent of those employees participating in the CWS program off on payday Friday. Where this does not prove feasible, managers should attempt to manage to an overall site goal of 80/20 - 80 percent having payday Friday off, with no more than 20 percent designated to have the alternate Friday off to enhance mission accomplishment.

8. Exclusions

a. Permanent (due to incompatible shiftwork, e.g., firefighters) and Long Term (due to operational requirements, e.g., Integrated Product Team members) Exclusions: Due to difficulties in scheduling and adverse impact on the command's mission, certain positions may be excluded under the CWS. Decisions on exclusions will be made by the Level 1

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Competency Managers. Exclusions can only be made at the request of the Project Coordinator (Integrated Product Team) or Team Leader (Externally Directed Team/Enterprise Team). The Project Coordinator/Team Leader will forward the request to his/her Group Head (Level 1). That Group Head will work with other Group Heads to negotiate an exclusion for all affected team members. Upon request, the affected employee shall be advised in writing of the decision to exclude him/her from the CWS and the reasons therefor. When the employee is already working the CWS and is subsequently excluded, the employee shall be provided at least 14 calendar days' written notice of this decision and the need to revert to fixed shift. Exceptions will be made where it is determined that adherence to such notice would seriously handicap NAVAIRWARCENACDIV in carrying out its functions or result in a substantial increase in costs. For long term exclusions, specification of the term of exclusion is required with 6 months being normal. Extensions will be handled on a case-by-case basis. Local unions will receive a copy of such notification to bargaining unit employees.

b. Temporary Exclusions: Employees may be excluded from the CWS for periods of at least one pay period to accomplish special projects or other relevant management-directed actions. The supervisor will make a decision based on input from the Team Leader. Affected employees shall be given at least 14 calendar days' notice of such requirement, unless adherence to this notice would have an adverse impact on the mission/workload requirements. Should it become necessary to effect such an exclusion during the CWS workweek, the employee shall be granted the appropriate amount of overtime pay/compensatory time off for any additional time already worked.

9. Travel and Training.

a. Supervisors, Team Leaders and employees shall determine the appropriate work schedule before scheduling travel or training. Generally, employees will work the schedule of the temporary duty station or training facility. Employees may remain on their CWS schedule only if they can work the total hours required for the day, and the travel or training does not include a CWS day off. If the scheduled travel or training includes a CWS day off, employees must work a 5-day, 40-hour work schedule. When changed to a 5 day, 40-hour work schedule, employees will remain on that work schedule for the entire pay period(s) while in a travel or training status.

b. There will be times when an employee will have no control over the work schedule; e.g., training courses, attendance at special meetings, or other essential management needs. Special requirements of this nature will take precedence over the CWS.

10. Overtime or Compensatory Time. Per Title 5 USC and the Fair Labor Standards Act, overtime or compensatory time will be granted to civilian employees when they perform work in excess of:

- a. The specified hours of the basic CWS schedule for that day.
- b. The specified hours of the basic CWS schedule for that week.
- c. 80 hours in a biweekly pay period.

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d. Compensatory time may be requested in lieu of overtime pay as provided by 5 USC 5543. Compensatory time off is limited to General Schedule employees and may be used only as a substitute for irregular or occasional overtime work (i.e., not scheduled in advance of the workweek in which it is worked).

11. Leave.

a. Annual and Sick Leave. Civilian employees on approved annual or sick leave on a scheduled workday will be charged the appropriate number of hours they were otherwise scheduled to work.

b. Holiday Leave.

(1) When a holiday occurs on the CWS scheduled day off (Friday), the day off "in lieu of" the holiday is the preceding Thursday.

(2) When a holiday occurs within the basic work schedule, a civilian employee will receive basic pay for the number of hours normally scheduled for that day.

c. Military Leave. If a military member checks out on leave on his or her CWS day off, and it is identified as a day off on the leave papers, it will not count as a day of leave.

12. Review. The CWS program and this instruction will be reviewed annually, or more often if necessary, by the Vice Commander to ensure the program is achieving its goals and is not impacting the ability of the command to meet its customers' requirements.



L. D. NEWSOME

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WORK SCHEDULE

SSN:

NAME:

ACT UIC:

DIST:

EFFECTIVE DATE _____ T&A STATUS CODE _____ AWS CODE _____ HOURS OF WORK _____ TO _____

* * * * * PAY PERIOD TOUR OF DUTY * * * * *

	SUN	MON	TUE	WED	THU	FRI	SAT	SUN PAY (Y/N)
WK 1	---	---	---	---	---	---	---	
WG SHIFT	---	---	---	---	---	---	---	
GS NGT DIFF	---	---	---	---	---	---	---	
WK 2	---	---	---	---	---	---	---	
WG SHIFT	---	---	---	---	---	---	---	
GS NGT DIFF	---	---	---	---	---	---	---	

STANDING JOB ORDER NUMBER: _____

SUPERVISOR SIGNATURE

DATE SUBMITTED

PHONE NUMBER

REFERENCE CODES AND DEFINITIONS:

- T&A - TIME AND ATTENDANCE
- AWS - ALTERNATE WORK SCHEDULE - ENCLOSURE 1 - AWS CODES
- ACCT UIC - 00421
- DIST - COST CENTER
- STANDING JOB ORDER NUMBER - A JOB ORDER NUMBER USED WEEKLY AT LEAST 25% OF THE TIME