



DEPARTMENT OF THE NAVY

NAVAL AIR STATION OCEANA  
1750 TOMCAT BOULEVARD  
VIRGINIA BEACH, VIRGINIA 23460-2168

IN REPLY REFER TO:

NASOCEANAINST 12620.1  
10

**JUL 31 2003**

NAS OCEANA INSTRUCTION 12620.1

Subj: COMPRESSED WORK SCHEDULE (CWS)

Ref: (a) CNRMA Civilian Timekeeping Procedures (Draft)  
(b) Human Resources Office Manual, Chapter 610  
(c) DoD Financial Management Regulation, Volume 8,  
Chapter 2  
(d) SLDCADA Training Aid for Timekeepers and Certifiers

Encl: (1) Work Schedule Change Form

1. Purpose. To prescribe policy and procedures for the implementation of the CWS for all full-time civilian employees assigned to Air Operations Program Manager/Installation Commander (AOPM/IC), Naval Air Station Oceana per references (a) through (d).

2. Definitions

a. CWS. Any schedule that enables a full-time employee to work 80 hours per pay period in less than 10 workdays. Prior supervisory approval is required. Under a compressed schedule, time of arrival and departure are regular and fixed. Days off are fixed for each employee, but varied among employees to ensure continuity of operations.

b. Basic Work Requirement. Number of hours, excluding overtime hours, an employee is required to work or to account for by charging leave, credit hours, excused absence, holiday hours, compensatory time off or time off as an award. The basic work requirement can be implemented daily (8 hours), weekly (40 hours) or biweekly (80 hours).

c. Tour of Duty. Under the compressed work schedule or other fixed schedule, tour of duty is synonymous with the basic work requirements.

d. Exempt Employees. Employees not desiring to participate in the CWS program are exempt. Additionally, employees whose positions require mandated scheduling based on the mission of the assigned department (i.e., scheduled shift manning on the Transient Line) are exempt. Certain hours/shifts are required to man a particular area under the mission of Air Operations Program. For employees in a union, the establishment or termination of any CWS is subject to the provisions of the terms of a collective bargaining agreement between the command and exclusive representative and is fully negotiable.

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e. Core Days. Designated days when all employees must be either on duty or on leave. Established core days are Tuesday, Wednesday and Thursday.

f. Core Time. The designated time of the day when all employees must be on duty or on lunch breaks. The established core time is 0900 to 1430.

g. Flexible Time Bands. Part of the work schedule that employees may choose as their time of arrival at and departure from the work site, with prior supervisory approval. Employees adhere to their arrival and departure times after they are selected and approved. Time Bands are 0600 to 1800.

h. Lunch Break. A 30-minute period normally scheduled within the 1100 to 1330 period.

i. Traditional Work Schedule. Employees may choose to stay on the traditional work schedule consisting of the basic workweek of 40 hours a week, 8 hours a day and the tour of duty limit core time set from 0730 to 1600.

3. Policy

a. Work Schedules. CWS is offered to all full-time personnel, except those exempt employees mentioned in paragraph 2.d., assigned to AOPM/IC. It is an elective alternative; not mandatory. Employees who desire to work the CWS should submit their request to their respective timekeepers via their supervisor for approval using enclosure (1). The supervisor is the approving authority (supervisors may deny individual requests for operational reasons).

b. CWS (Optional). 5-4/9 Work Schedule: Employees work 9 hours for 8 days and 8 hours for 1 day during a biweekly pay period. Employees receive an extra day off biweekly. Daily and biweekly basic work requirements apply. Only Monday or Friday may be selected as a day off. The applicable timekeeping work schedule codes are listed below for the 5-4/9 CWS:

PAY PERIOD SET UP (HOURS)

| WORK SCHEDULE CODE              | AWS CODE | M   | T | W | TH | F   |  | M   | T | W | TH | F   |
|---------------------------------|----------|-----|---|---|----|-----|--|-----|---|---|----|-----|
| 14 (1 <sup>st</sup> Monday off) | 6        | OFF | 9 | 9 | 9  | 9   |  | 8   | 9 | 9 | 9  | 9   |
| 28 (2 <sup>nd</sup> Monday off) | 6        | 8   | 9 | 9 | 9  | 9   |  | OFF | 9 | 9 | 9  | 9   |
| 18 (1 <sup>st</sup> Friday off) | 6        | 9   | 9 | 9 | 9  | OFF |  | 9   | 9 | 9 | 9  | 8   |
| 05 (2 <sup>nd</sup> Friday off) | 6        | 9   | 9 | 9 | 9  | 8   |  | 9   | 9 | 9 | 9  | OFF |

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4. Responsibilities

a. The Commanding Officer may terminate the CWS program at any time.

b. The Business Management Department will monitor the effects of the CWS program for review.

c. Supervisors are responsible for the proper execution of the CWS program and shall plan an effective workflow for their staff. Additionally, supervisors shall:

(1) Permit employees to work those schedules which best suit the individual needs to the extent permitted by this instruction and work situation.

(2) Retain the right to change any approved work schedule to avoid adverse impact on mission operations.

(3) Determine overtime requirements as required outside the employee's adopted schedule.

(4) Ensure employees adhere to established work schedules.

(5) Ensure production and customer service is not affected by work schedules.

(6) Ensure equal distribution of personnel among four regular days off available in the CWS.

d. Each Employee is Responsible for

(1) Pre-arranging the work schedule with their supervisor and completing enclosure (1) for forwarding to their respective timekeeper. The timekeeper shall make changes in the automated timekeeping system Standard Labor Data Collection and Distribution Application.

(2) Working the assigned work schedule selected.

(3) Following the guidance contained in this instruction.

5. Action

a. Participation in the CWS Program

(1) Employees who elect to participate in the CWS program shall complete enclosure (1) and forward through the supervisor for approval.

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(2) The schedule remains the same for each pay period. Supervisors shall not allow employees to vary from one option to the other except for production needs.

(3) Upon completion and supervisory approval of enclosure (1), submit the form to the designated timekeeper for input into the timekeeping system.

b. Special Provisions of the Program

(1) Overtime Pay. Work performed outside an employee's CWS and in excess of their schedule work hours in a day or 80 hours in a biweekly pay period is overtime work per applicable provisions of law. At the discretion of management, employees who are required to work on their scheduled day off shall receive overtime pay or compensatory time.

(2) Holidays. If a holiday is on a Sunday, the next workday is the "in lieu of" holiday. For example, if an employee's basic workweek is Tuesday through Friday, the employee's "in lieu of" holiday is the following Tuesday. If the holiday is not on Sunday, the preceding workday is the "in lieu of" holiday. For example, if an employee's basic workweek is Tuesday through Friday and Monday is a holiday, the employee's "in-lieu of" holiday is the preceding Friday.

(3) Holiday Pay. The number of hours credited for a holiday shall be determined by the employee's work schedule. An employee scheduled to work 8 hours on a holiday shall receive credit for 8 hours of holiday pay. An employee scheduled to work 9 hours on a holiday shall receive credit for 9 hours of holiday pay.

(4) Leave. If annual, compensatory or sick leave is taken on a 9 hour workday, the employee shall be charged for 9 hours of leave. If annual, compensatory or sick leave is taken on an 8 hour workday, the employee shall be charged for 8 hours of leave.

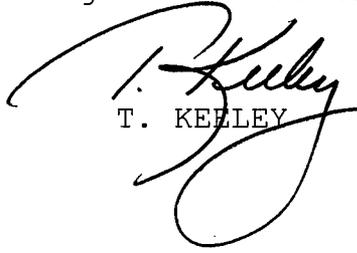
(5) Temporary Duty (TDY) Assignments. In normal settings, employees on TDY shall follow the work schedule of the activity they are visiting. If the activity visited is not on the CWS, the employee shall work the standard workweek or work schedule of the visited activity for the entire pay period affected.

c. Training Situations. The alternate work schedule is not available to individuals attending schools, training courses, conferences, etc., where the standard 8 hour day, 5 day workweek is being used. For training of this nature, the employee shall

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generally work the standard workweek or work hours coinciding with the scheduled classroom hours of the training facility for the entire pay period affected.

d. Time and Attendance. The payroll system is programmed to handle the CWS option. Therefore, current time and attendance procedures shall not require modifications. Supervisors shall ensure that employee's actual hours of work and/or type of leave used/charged total 80 hours per pay period.

  
T. KELLEY

Distribution:  
NASOCEANAINST 5216.1X  
List I

# WORK SCHEDULE CHANGE

SSN  NAME  ACT  ORG

EFFECTIVE DATE  T&A STATUS CODE  AWS CODE

PLATOON ROTATING CODE  HOURS OF WORK

## PAY PERIOD / TOUR OF DUTY

|          | SUNDAY               | MONDAY               | TUESDAY              | WEDNESDAY            | THURSDAY             | FRIDAY               | SATURDAY             | SUN PAY DAY 7        |
|----------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| WK1      | <input type="text"/> |
| SHIFT    | <input type="text"/> |
| NGT DIFF | <input type="text"/> |

|          | SUNDAY               | MONDAY               | TUESDAY              | WEDNESDAY            | THURSDAY             | FRIDAY               | SATURDAY             | SUN PAY DAY 14       |
|----------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| WK2      | <input type="text"/> |
| SHIFT    | <input type="text"/> |
| NGT DIFF | <input type="text"/> |

STANDING JOB ORDER

UNGRADED EMPLOYEE ROTATING SHIFT HOURS 1  2  3

DATE SUBMITTED

SIGNATURE (SUPERVISOR)

Enclosure (1)



Save as...

Reset