

## MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Flexible Work Schedule Plan, DM 690-1-620

1. Attached is a copy of Omaha District's newly revised Flexible Work Schedule Plan, DM 690-1-620, which is to be implemented immediately. Division and office chiefs are authorized to establish limitations or restrictions to specific provisions of the plan as they deem appropriate.

2. Please give special attention to the following:

a. All credit hour work must have prior supervisory approval. Specific approval for each occurrence of credit hour work is not necessarily required. Approval may be granted in a more general manner, formally or informally (verbally or in writing). The intent is that each supervisor will make a positive determination that credit hour work is or is not appropriate (paragraphs 4.d. and 6.a.).

b. Like annual and sick leave use, credit hour use requires supervisory approval (paragraph 7.h.).

c. Credit hours may be earned and used in quarter hour increments (paragraph 7.b.).

d. Time worked and leave taken must be recorded daily on ENG Form 4704 (paragraph 5.b.(2)).

e. Employees may be permitted to work up to two credit hours per day without additional specific approval once general approval has been given (paragraph 7.b.).

f. Maximum number of credit hours that may be accumulated for carryover to a subsequent pay period is 24 for full-time employees (paragraph 7.f.).

g. All employees must take leave or otherwise appropriately account for extended lunch periods in connection with retirements, promotions, etc. (paragraph 7.e.).

3. For further information or assistance, please contact the Human Resources Office, Services Branch, telephone numbers (402) 221-4852 or 4201.



LYNDA K. VANHOUSE  
Acting Human Resources Officer

Attachment

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DEPARTMENT OF THE ARMY  
Corps of Engineers, Omaha District  
215 N. 17th Street  
Omaha, Nebraska 68102-4978

DM 690-1-620

CEMRO-HR-S

Memorandum  
No. 690-1-620

1 May 1992

Civilian Personnel  
FLEXIBLE WORK SCHEDULE PLAN

1. Purpose. This memorandum implements policies and procedures of the Omaha District Flexible Work Schedule Plan. It provides guidance regarding variable workday schedules and the accumulation and use of credit hours.

2. Applicability. This memorandum applies to all Omaha District organizational elements. All civilian employees except those on intermittent work schedules are covered by this plan. Part-time student employees are restricted to a fixed work schedule while actually on a part-time schedule. Individuals in bargaining units may participate only to the extent provided in the applicable negotiated agreement.

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. 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 bands and flexible time bands. The two requirements under any flexitime schedule are (1) an employee must be at work during core time bands (or be charged the appropriate type of leave) 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.

b. Core time bands. Core time is a designated period during which employees must be present or in a leave status. Core bands are 0830 - 1100 and 1300 - 1530, Monday through Friday.

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This memorandum supersedes DM 690-1-620 dated 30 January 1991.

c. Flexible time bands. Flexible time bands are designated periods of time outside the core time bands during which each employee elects his/her time of arrival and departure on a daily basis. Flexible bands under this plan are 0600 - 0830, 1100-1300 (lunch band), and 1530 - 1800. Refer to paragraph 7.a. for further guidance regarding start time.

d. Credit hours. Credit hours are hours of work performed by an employee on a voluntary basis, with advance approval of his/her supervisor, during flexible time bands, under the provisions of this plan, which are in excess of his/her daily work requirement.

e. Daily Work Requirement. The daily work requirement is the number of hours an employee must work, or otherwise account for, to complete his/her workday. All full-time employees must complete a daily work requirement of 8 hours, exclusive of the lunch break. Part-time employees must complete their scheduled daily work requirement each day.

## 5. Responsibilities.

a. Supervisors and/or managers are responsible for:

(1) Assuring that their offices are generally at least minimally staffed during established business hours; i.e., 0800 - 1600.

(2) Monitoring work hours of subordinate employees for compliance with requirements and providing positive recognition or taking corrective or disciplinary action when warranted.

(3) Ensuring hours reported on the Alternative Work Schedule Time Record, ENG Form 4704, are correct and certifying to their accuracy either on ENG Form 4704, on the Corps of Engineers Time, Attendance, and Labor (CETAL) system report, or both.

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

(5) 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.

b. Employees are responsible for:

(1) Becoming familiar and complying with the procedures in this plan as well as any restrictions and/or limitations which have been implemented in their division or office.

1 May 92

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

(3) Cooperating with their supervisor in planning work schedules to ensure that the office is adequately covered during established office hours.

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

#### 6. General.

a. The variable workday plan implemented by this memorandum 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 normal daily work requirement (8 hours for a full-time schedule) during the flexible periods. In addition, they may opt, with supervisory approval, 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.

b. The purpose of this plan is to provide employees flexibility in their work hours without reducing the district's ability to accomplish our mission. This program does not increase employee entitlement to payment or time off. Credit hours may be earned only for hours of work as established under Title 5, United States Code, or the Fair Labor Standards Act (FLSA).

c. This plan establishes relatively broad parameters within which each division or office chief may restrict or limit participation as he or she deems appropriate. This authority may be delegated. For example, restrictions may be required due to considerations such as safety, security, office coverage, workload, staffing, or to ensure efficient time utilization. Appropriate restrictions or limitations might include, but are not limited to, the following: restricting flexibility of arrival and/or departure times for specific individuals or an entire group, limiting the number or credit hours worked per day to less than the number allowed by this plan, disallowing the earning and use of credit hours, limiting lunch period flexibility, or placing one or more individuals on a fixed or semi-fixed work schedule. Restrictions may also be appropriate in a variety of other situations, including apparent or suspected abuse of the flexitime program. Consistent with organizational needs and objectives, employees should be allowed a reasonable amount of flexibility.

DM 690-1-620  
1 May 92

d. Provisions of the plan apply to part-time as well as full-time employees to the maximum extent feasible consistent with efficient accomplishment of the workload. For example, on days when scheduled to work 8 hours, a part-time employee should be granted the same flexibility that a full-time employee has. 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 it appropriate.

e. Related regulations, such as those governing pay administration, leave, and hours of duty, remain in effect unless specifically rescinded by this memorandum.

7. Features of the Flexible Work Schedule Plan. Features of this plan are described in paragraphs 7.a. through 7.h. Unless restrictions or/limitations have been implemented within specific divisions or offices, the following features apply for all employees covered by this plan.

a. Employees must report for work during the morning flexible time band (0600-0830). They may start earlier than 0700 **ONLY** on days when they will be working credit time and/or will be taking a lunch period longer than 30 minutes, so that the scheduled departure is no earlier than 1530. Credit hours are not to be earned and used on the same day for the purpose of routinely fulfilling the daily work requirement prior to 1530. After completion of their daily work requirement, employees may depart at any time during the afternoon flexible time band (as early as 1530 or as late as 1800.)

b. Employees may earn and use credit hours in 15-minute increments. A maximum of two credit hours may be earned per day.

c. Credit hours may be earned only on regular work days during the flexible time bands.

d. All employees must record, on ENG Form 4704, arrival and departure times, lunch periods and leave absences, and the time of credit hours earned and used. Arrival and departure times are to be recorded promptly relative to their occurrence. All entries are to 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. Employees are required to account for absence due to attendance at social luncheons, such as those in celebration of Secretary's Day, birthdays, a promotion or departure (retirement, transfer, etc.), or Christmas parties outside the office. This applies to all Omaha District employees, regardless of the extent

1 May 92

to which they flex arrival and departure time or use credit hours. 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 continue to be allowed without charge to leave, based on supervisory approval.

f. 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 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 any pay period an employee's total accumulated credit hours exceed these maximum carry-overs, the excess hours will be forfeited. **The Corps of Engineers payroll system does not monitor carryover balances for part-time employees** (only carryover balances of over 24 hours are reduced). Therefore, **supervisors must monitor** the credit hour balances of their part-time employees to be sure that hours in excess of the allowable maximum are not worked or recorded. So as to minimize the possibility that credit hours may be lost, **employees who reach their maximum credit hour carry-over are not authorized to work any more credit hours without supervisory approval for earning and using them in that pay period.**

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

h. All use of credit hours 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 CETAL Time and Attendance Report or complete an SF-71, Application for Leave, for all credit hours used, just as they would when using leave (annual, sick, LWOP, or other paid/unpaid leave).

8. Overtime. Overtime hours under the Flexible Work Schedule Plan 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

DM 690-1-620  
1 May 92

DR 690-1-6, Overtime, for guidance in making "hours of work" and/or overtime determinations. All employees working under this variable workday plan may, at their request, be credited with compensatory time off in lieu of overtime pay for any overtime work performed. This applies regardless of whether or not the employee is subject to provisions of the FLSA.

9. Change in Employment. Employees who leave the Omaha District on a permanent basis through promotion, reassignment, resignation, etc., may use their balance of credit hours while still employed by the Omaha District or receive payment of the remaining balance up to the maximum amount allowable (24 hours for full-time or, for part-time, the amount explained in paragraph 8.a.(3)). The same applies when, for some other reason, an employee is no longer subject to this program. The request for payment must be approved by the appropriate supervisor and forwarded to the Central Payroll Office through the payroll liaison.

10. Hours While in Temporary Duty Status. Employees will continue to be covered by this Flexible Work Schedule Plan while on a temporary duty assignment (TDY). When on a travel day it is necessary to identify a scheduled tour of duty for pay entitlement purposes, an individual's tour for that day will be determined using his/her normal (or predominate) arrival and departure pattern. This determination will be made by the traveler and his/her supervisor based on ENG Form 4704 entries. Credit hours may be earned and used on a TDY day, the same as on any other day.

11. Travel. Credit hours may not be earned during any period of actual travel. This is true for travel in connection with a TDY assignment as well as for any other travel. Overtime compensation (or compensatory time off, if appropriate) will continue to be made for travel which meets the criteria of hours of work for overtime purposes. Refer to DR 690-1-3, Hours of Work During Temporary Duty Status, and DR 690-1-6 for guidance in making overtime determinations.

12. Participation.

a. All eligible employees are automatically covered by this plan and may vary their arrival and departure times on a daily basis within its provisions, subject to any restrictions or limitations imposed by the applicable division or office chief. Working of credit hours is optional. All employees, whether or not they accumulate credit hours, must complete ENG Form 4704 daily.

b. Employees who fail to abide by procedures established in this memorandum may, at the discretion of individual supervisors, be restricted to a fixed schedule. Abuse of the privileges granted

DM 690-1-620  
1 May 92

by this plan - for instance, recording false arrival or departure times or inaccurate credit hour entries - may result in a charge of absence without leave and may become the basis for disciplinary action.

13. Questions regarding the subject of this memorandum should be directed to the Omaha District Human Resources Office, Services Branch, telephone (402) 221-4852, 4201 or 4080.

FOR THE COMMANDER:

2 Appendixes  
App A, ENG form 4704  
App B, Schedule of  
Starting/Departure Times

  
JOHN L. WHISLER, JR.  
MAJ, EN  
Deputy commander

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APPENDIX B

Eight-Hour Workday Chart

Based on an 8-Hour Workday	Flexible Lunch Periods												
	30 Min.	35 Min.	40 Min.	45 Min.	50 Min.	55 Min.	1 Hour	1 Hr. 05	1 Hr. 10	1 Hr. 15	1 Hr. 20	1 Hr. 25	1 Hr. 30
Starting Time	Finish Time												
6:00													3:30
6:05												3:30	3:35
6:10											3:30	3:35	3:40
6:15										3:30	3:35	3:40	3:45
6:20									3:30	3:35	3:40	3:45	3:50
6:25									3:30	3:35	3:40	3:45	3:50
6:30								3:30	3:35	3:40	3:45	3:50	3:55
6:35								3:30	3:35	3:40	3:45	3:50	4:00
6:40						3:30	3:35	3:40	3:45	3:50	3:55	4:00	4:05
6:45					3:30	3:35	3:40	3:45	3:50	3:55	4:00	4:05	4:10
6:50					3:30	3:35	3:40	3:45	3:50	3:55	4:00	4:05	4:10
6:55			3:30	3:35	3:40	3:45	3:50	3:55	4:00	4:05	4:10	4:15	4:20
7:00	3:30	3:35	3:40	3:45	3:50	3:55	4:00	4:05	4:10	4:15	4:20	4:25	4:30
7:05	3:35	3:40	3:45	3:50	3:55	4:00	4:05	4:10	4:15	4:20	4:25	4:30	4:35
7:10	3:40	3:45	3:50	3:55	4:00	4:05	4:10	4:15	4:20	4:25	4:30	4:35	4:40
7:15	3:45	3:50	3:55	4:00	4:05	4:10	4:15	4:20	4:25	4:30	4:35	4:40	4:45
7:20	3:50	3:55	4:00	4:05	4:10	4:15	4:20	4:25	4:30	4:35	4:40	4:45	4:50
7:25	3:55	4:00	4:05	4:10	4:15	4:20	4:25	4:30	4:35	4:40	4:45	4:50	4:55
7:30	4:00	4:05	4:10	4:15	4:20	4:25	4:30	4:35	4:40	4:45	4:50	4:55	5:00
7:35	4:05	4:10	4:15	4:20	4:25	4:30	4:35	4:40	4:45	4:50	4:55	5:00	5:05
7:40	4:10	4:15	4:20	4:25	4:30	4:35	4:40	4:45	4:50	4:55	5:00	5:05	5:10
7:45	4:15	4:20	4:25	4:30	4:35	4:40	4:45	4:50	4:55	5:00	5:05	5:10	5:15
7:50	4:20	4:25	4:30	4:35	4:40	4:45	4:50	4:55	5:00	5:05	5:10	5:15	5:20
7:55	4:25	4:30	4:35	4:40	4:45	4:50	4:55	5:00	5:05	5:10	5:15	5:20	5:25
8:00	4:30	4:35	4:40	4:45	4:50	4:55	5:00	5:05	5:10	5:15	5:20	5:25	5:30
8:05	4:35	4:40	4:45	4:50	4:55	5:00	5:05	5:10	5:15	5:20	5:25	5:30	5:35
8:10	4:40	4:45	4:50	4:55	5:00	5:05	5:10	5:15	5:20	5:25	5:30	5:35	5:40
8:15	4:45	4:50	4:55	5:00	5:05	5:10	5:15	5:20	5:25	5:30	5:35	5:40	5:45
8:20	4:50	4:55	5:00	5:05	5:10	5:15	5:20	5:25	5:30	5:35	5:40	5:45	5:50
8:25	4:55	5:00	5:05	5:10	5:15	5:20	5:25	5:30	5:35	5:40	5:45	5:50	5:55
8:30	5:00	5:05	5:10	5:15	5:20	5:25	5:30	5:35	5:40	5:45	5:50	5:55	6:00