



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**HUNTINGTON DISTRICT, CORPS OF ENGINEERS**  
**502 EIGHTH STREET**  
**HUNTINGTON, WEST VIRGINIA 25701-2070**

CEORHM 690-2-12

CELRH-HR

Memorandum  
No 690-2-12

3 December 2003

Human Resources  
VARIABLE WORK SCHEDULE

1. CEORHM 690-2-12, 24 April 1995, has been reviewed and found to be current and essential. The sunset date is changed as follows:

This memorandum expires 12 August 2005

2. File this change in front of the publication for reference purposes.

*Frank E. Matthews, Jr.*  
FRANK E. MATTHEWS, JR.  
Executive Officer

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DEPARTMENT OF THE ARMY  
Huntington District, Corps of Engineers  
502 Eighth Street  
Huntington, West Virginia 25701-2070

CEORHM 690-2-12

CEORH-HR

Memorandum  
No. 690-2-12

24 April 1995

Civilian Personnel  
VARIABLE WORK SCHEDULE

1. Purpose. The purpose of this Memorandum is to establish the policies and procedures for implementing the Variable Work Week Schedule.
2. Applicability. This Memorandum is applicable to all elements of the Huntington District unless specifically excluded by the Commander.
3. References.
  - a. Public Law 99-196, 12/23/85.
  - b. Title 5, U.S.C., Chapter 61.
  - c. ER 37-1-20, paras 5-18 and 7-22.
4. Policy. The Huntington District will participate in the alternate work schedule program by implementing a variation of the Variable Work Week model described in APP A. Compressed work schedules and other alternative work schedule options not within the scope of this plan are not permitted.
5. General. Supervisors may limit participation in this program by excluding work units or categories of employees (i.e., 2nd line supervisors) from participation by electing not to use certain features, or by tailoring options contained herein. However, the denial of all opportunity to participate for all employees within a division/office must be accomplished in accordance with paragraph 7. The variable week schedule is a flexible duty schedule with two distinct features. Employees may vary arrival and departure times on a daily basis but must be present during core time, and they may with supervisor approval extend the length of the day to accumulate "credit hours" in order to shorten a subsequent work day or work week. Supervisors are responsible for office work schedules and for insuring office coverage is adequate to meet work needs. Only after management needs are met will individual tours be established and credit hour usage approved.

Schedule. Listed below is the authorized variable workday plan schedule.

Flexible Band	Core Time 1/2 hour lunch	Flexible Band
7:00 a.m.	8:30 a.m.	3:30 p.m. 6:00 p.m.

6. Requirements.

a. The following definitions and specific program requirements apply:

(1) CORE TIME. All employees must be present for duty during core hours unless specific prior approval is obtained from their supervisor. Core hours are from 8:30 a.m. to 3:30 p.m. Monday through Friday (less 1/2 hour for lunch). If an employee is absent from work during core hours without prior approval, then official leave or AWOL, whichever is appropriate, will be charged. If an employee wishes to extend his/her lunch period or be absent for the entire day or core time, available credit hours may be used with supervisory approval.

(2) ARRIVAL AND DEPARTURE TIMES. Employees may begin their work day, according to their own preference, as early as 7:00 a.m. but no later than 8:30 a.m. and may work until 6:00 p.m. in order to complete their daily work requirement plus any approved credit hours. The actual work day begins when the employee is present for duty. Employees may depart after the daily work requirement is completed unless ordered to perform overtime work. Authorized overtime may extend beyond 6:00 p.m. Completed daily work requirements will be recorded to the closest full quarter hour actually worked.

(3) DAILY WORK REQUIREMENT. All full-time employees are responsible for completing a daily work requirement of 8 hours, Monday through Friday. Completion of the work requirement may consist of actual work performance or any combination of work performance and approved use of credit hours or leave (including compensatory time off or excused absence). Part-time employees must account for the number of hours scheduled for that day.

(4) CREDIT HOURS. Credit hours are nonovertime hours of work within the tour of duty which are in excess of an employee's basic work requirement and which the employee elects to work with

supervisory approval so as to vary the length of a work day or a work week. Credit hours may be accumulated on a daily basis up to a maximum of 24 hours for full-time employees. An employee may not carry over more than 24 credit hours to succeeding pay periods. Part-time employees may accumulate and carry over from one pay period to the next, credit hours on a pro-rata basis not to exceed one-fourth of the hours in the biweekly basic work requirement. For example, a part-time employee scheduled to work 16 hours per week may accumulate or carry over not more than 8 hours per pay period. Credit hours which are accumulated in excess of maximum allowable limits and/or which cannot be carried over to a subsequent pay period will be forfeited. Credit hours may not be accumulated when their use would otherwise result in forfeiture of annual leave at the end of the leave year.

Supervisors will not approve requests for earning credit hours when there is no work available. Supervisors may authorize employees to earn credit hours for work performed on Saturday or Sunday. Credit hours may also be approved for work performed during public hearings or meetings conducted outside the hours of the variable workday plan schedule.

(5) USE OF CREDIT HOURS. Use of credit hours is restricted to those which have already been earned. Employees may not be advanced credit hours. Employees may use accumulated credit hours only with prior supervisory approval and when the needs of the office permit. Credit hours will not be used to increase entitlement to overtime pay.

(6) HOLIDAYS, TRAVEL, SICK, COMPENSATORY, ANNUAL AND OTHER LEAVE "DAYS". Holidays, days in a travel status, compensatory days off, and days in which official leave is used for the entire day will be credited by the element timekeeper as 8 hours.

(7) OVERTIME. Overtime work under the variable week plan can still be performed. Overtime is that work time in excess of 8 hours in a day or 40 hours in a week that is specifically ordered and approved by management. General Schedule and Coordinated Federal Wage System employees may request compensatory time for overtime work performed.

(8) CHANGE IN EMPLOYMENT. Employees who leave the Huntington District on a permanent basis through promotion, reassignment, resignation, etc., are required to use the balance of credit hours while employed by the District.

b. TIME AND ATTENDANCE.

(1) Each separate office will maintain the time and attendance records in a central location (Time and Attendance Clerk or Supervisor) on ENG Form 4704, Alternate Work Schedule Time Record. The employees are responsible for posting daily arrival and departure times, actual hours worked rounded off to the complete quarter hour worked, half hour or hour segment; credit hours accumulated or used etc. The employee will verify the ENG Form 4704 by signature each biweekly period as indicated on the form. This step does not negate the employee's responsibility to secure supervisory approval of arrival and departure time, or imply that the act of signing in/out overrides management direction as to when to report/depart from duty. Credit hours may be earned and used on a quarter hour basis.

(2) All use of official leave (annual, sick, military, court, holiday, etc.), TDY, approved paid overtime or compensatory time will continue to be recorded by the designated timekeeper for the particular office.

(3) CETAL codes to post credit hours are CHW, credit hours worked and CHL, credit hours leave.

7. Exceptions.

a. Requests to exclude an organization from this program may be submitted by the responsible Division/Office Chief to the Deputy Commander. Full justification for the exception will be provided and must be based on impaired organizational efficiency or mission accomplishment, or regular abuses of the provisions of the plan.

b. Individual employees who do not wish to participate in the Variable Work Week experiment or object to the Sign In - Sign Out procedure will work their present schedule.

8. Responsibilities.

a. Supervisors and Managers are responsible for:

(1) Approving a schedule involving the accumulation and use of credit hours of their employees.

(2) Insuring that their employees are able to utilize their credit hours to prevent forfeiture.

(3) Insuring that their office is open for business from 8:00 a.m. through 4:45 p.m. Monday through Friday.

(4) Periodically reminding employees that only 24 credit hours may be accumulated and carried over to subsequent pay periods.

b. Employees are responsible for:

(1) Accurately recording their arrival and departure time each day.

(2) Securing supervisory approval prior to accruing or using credit hours.

(3) Resolving dissatisfaction of supervisory scheduling, denial of credit hour usage, or degree of organization participation in the variable week plan through normal grievance procedures.

App A - Chart Showing  
Variable Day and Week

  
RICHARD W. JEMIOLA  
Colonel, Corps of Engineers  
Commanding

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APPENDIX A  
VARIABLE WEEK

Week 1		Week 2	
0830	1530	0830	1530
0700	1800	0700	1800
Hours			
M	10	10	
T	8	8	
W	10	10	
Th	9	8	
F	8	0	
HOURS WORKED	<u>45</u>	<u>36</u>	

TOTAL HOURS WORKED BIWEEKLY = 45+36 = 81  
BASIC WORK REQUIREMENT = 80

1 Credit Hour Remaining

- Employees may vary the length of the day and the workweek as long as he/she is present for core time or has approval for absence.
- Must work or account for the basic work requirement, e.g., 80 hours each biweekly pay period for a full-time employee.
- Credit hour accumulation for carryover to a succeeding pay period is limited to a maximum of 24 hours.