DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
ANNAPOLIS, MARYLAND 21402

USNAINST 12610.1C
24/ER&SD
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USNA INSTRUCTION 12610.1C

From: Superintendent

Subj: Establishing workweeks and work schedules for civilian employees

Ref: (a) FPM 610 (R
(b) FPM Supplement 990-2, Book 610 (R
(c) CPI 610.1 and 610.S1 (A
(d) 5 CFR, Part 610

1. Purpose. To promulgate the Naval Academy's policy for establishing days and hours of work for employees. (R

2. Cancellation. USNA Instruction 12610.1B.

3. Basis. In accordance with references (a) through (d), heads of activities are authorized to establish and change the tours of duty for civilian employees and designate the place or places where work or duty will be performed. (R

4. Policy. It is the policy of the Naval Academy to observe the following principles in establishing tours of duty, except in situations when the activity would be seriously handicapped in carrying out its mission or when costs would be substantially increased: (R

a. Work schedules will be maintained as stable as practicable.

b. Employees will be given advance notice of changes in their tours of duty to permit them to make plans for the use of their nonwork time. Tour of duty means the hours of a day (a daily tour of duty) and the days of an administrative workweek (a weekly tour of duty) that constitute an employee's regularly scheduled administrative workweek. (R

c. Overtime work, whether scheduled or unscheduled, will be avoided whenever practicable. The use of overtime will be restricted to cases of real necessity or where overall economy can be clearly demonstrated. (R

d. Each employee will be advised of his/her work schedule in advance. The work schedule will show the workdays and clock hours that comprise the 40-hour basic workweek, the workdays and clock hours of any overtime work scheduled, and the nonworkdays of the administrative workweek. (R

5. Administrative workweek. The regularly scheduled administrative workweek for a full-time employee means the period within an administrative workweek within which the employee is regularly scheduled to work. For a part-time employee, it means the officially prescribed days and hours within an administrative workweek during which the employee is regularly scheduled to work. The regularly scheduled administrative workweek for General Schedule and Wage Grade employees will be the calendar week of Sunday through Saturday. The hours of the administrative workweek, however, may be varied to avoid carrying fractional workdays from one week to the next. For example, a firefighter's administrative workweek may be considered to run from 0800 on Sunday to 0800 on the following Sunday, and the administrative workweek of a wage employee on the third shift working from 2330 to 0730 may be considered to run from 2330 Saturday to 2330 the following Saturday. (R

6. Basic workweek. The basic workweek for General Schedule and Wage Grade employees will be fixed at 40 hours and will not be scheduled over more than 6 of the 7 days of the administrative workweek. Wherever practicable, the basic 40-hour workweek will be scheduled on 5 days, Monday through Friday, and the 2 days outside the basic workweek will be consecutive. Days with fractional hours, such as 7½ or 8½ hours will not be scheduled within the basic workweek because of conflict with leave regulations. Additionally, with few exceptions, overtime work means each hour of work in excess of 8 hours in a day or in excess of 40 hours in an administrative workweek that is officially ordered or approved and performed by an employee.

7. Hours of duty. Heads of departments and officials of comparable level are authorized to schedule workweeks and hours of duty in order to obtain the most efficient operations and to assure the accomplishment of their missions.

R) 8. Lunch period. Normally, during each 8-hour shift employees will be allowed a specified period of time off to eat lunch. A lunch period is nonwork time for which neither basic nor overtime compensation is payable. When a lunch period is set aside, the length of the shift or workday will be extended by the length of the nonwork period. In some types of jobs it may not be administratively desirable to allow a specified period of time off for lunch. For example, it may be desirable to avoid overlapping shifts when night shifts are employed or the job may require the constant attention or availability of the employee without being relieved for lunch. In these types of cases, it is proper to schedule shifts without a lunch period. Under such circumstances, the employee may be permitted to eat lunch on the job when it is possible to do so without stopping or interrupting work. When no lunch is scheduled, the schedule shall so indicate. On the other hand, when it is necessary that there be an overlap between shifts this should be accomplished by scheduling a nonwork lunch period equivalent to the overlap. It should be made clear to all affected personnel that a scheduled lunch period is free from all duty obligations except for emergency situations.

R) 9. Establishment of work schedules. The differences in the various functions of the Naval Academy preclude the establishment of a single workweek for all employees. Where services must be provided around the clock or on 7 days of the week, work schedules will be fixed according to the need for the services. When Saturday and/or Sunday are scheduled as basic workdays, the nonworkdays corresponding to Saturday and/or Sunday will be consecutive whenever practicable. Variation in work schedules for firefighters are authorized in accordance with reference (c).

R) 10. Changing work schedules. The days and the shift hours of an employee's basic workweek shall not be changed without advance notice to the employee. Assignments to tours of duty are scheduled in advance of the administrative workweek over periods of not less than 1 week. The provisions of the negotiated agreement prevail for bargaining unit employees.

11. Employees serving under Excepted Appointments. The scheduled workweek and hours of duty for professors and instructors will be adjusted as necessary by Division Directors and Department Chairmen on a departmental basis in order that the accomplishment of the department's mission may be assured.

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