



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
ANNAPOLIS, MARYLAND 21402-5000

USNAINST 12620.1
24/CPD

08 JUL 1991

USNA INSTRUCTION 12620.1

From: Superintendent

Subj: FLEXIBLE WORKING HOURS - FLEXITOUR

Ref: (a) FPM Supplement 990-2, Book 620 (NOTAL)
(b) USNAINST 12610.1C
(c) USNAINST 7000.2A
(d) USNAINST 7420.9
(e) USNAINST 12630.1H

1. Purpose. To establish flexible working hours for the Naval Academy (USNA) per reference (a) and Public Law 99-196, and transmit instructions for working and recording hours worked under Flexitour.

2. Applicability. This instruction is applicable to first-shift, full-time and part-time civilian personnel and to hours of work Monday through Friday. It excludes the faculty, security guards, police, detectives, fire fighters, and telephone operators. Civilian employees not covered by this instruction will continue to fall under the provisions of reference (b). The implementation of this instruction for tenant commands will be determined by the cognizant Commanding Officers.

3. Information. Flexitour is a departure from a fixed shift for the work day which permits an employee to work eight hours a day within an expanded time frame. This time frame which is the period of time during which normal work is to be performed is 0600 to 1800. Where Flexitour can be used, employees, with the consent of their supervisors, will select an arrival time within the flexible band of 0600-0900 and a lunch period within the flexible band of 1100-1300. Employees may request changes to their established work schedule on a quarterly basis or as approved by their supervisor. Intermittent variations to starting times are authorized consistent with operational requirements and supervisory approval. These variations must be within the flexible time band and must not impact on the observance of core time.

4. Policy. Where mutually beneficial, Flexitour can be implemented. However, there are certain operations which restrict or preclude implementation of Flexitour. Specifically, Flexitour may not be used if it, in any way, restricts the prerogatives of supervision. In those instances where Flexitour cannot be implemented or must be modified to meet operating

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conditions, personnel will be advised fully as to why the restrictions apply. It is incumbent on all personnel to adjust their hours of work under Flexitour to meet special requirements such as training, safety, transportation, task deadlines, conferences, meetings, or other work related requirements.

5. Procedures. For Flexitour to be successful, all employees must work together in a joint effort to abide by Flexitour procedures which include payroll regulations, Fair Labor Standards Act (FLSA) regulations, and Navy Comptroller regulations. Flexitour will be implemented in accordance with the following:

a. Flexitour Workday, 12 Hour Band Width:

0600-0900	0900-1100	1100-1300	1300-1500*	1500-1800
3 hours	2 hours	2 hours	2 hours	3 hours
Flexible Time	Core Time	Flexible Time	Core Time	Flexible Time

(* See paragraph 5e below for exceptions.)

b. Basic Work Requirement (BWR) is the number of hours, excluding overtime hours, which an employee is required to work or to account for by leave or other means within a weekly pay period. For full-time employees, the BWR is eight hours per day, 40 hours per week, Monday through Friday. For part-time employees, the BWR is the number of hours the part-time employee is scheduled to work per day and per week.

c. Band Width is that period during which normal work can be carried on, i.e., 0600 to 1800. An employee must meet the BWR within this band, and must be present during the core time. The employee is limited to a 40 hour week, except for overtime and compensatory time ordered and approved per reference (c).

d. Core time is the hours during the work day when employees are required to be at work, i.e., 0900 to 1100 and 1300 to 1500. (See exception in para 5e below.) Supervisors may approve absences during the core time, or a portion of the core time. Such absences will be charged to leave or compensatory time.

e. Flexible time is that part of the daily band width during which employees may, with prior supervisory approval, establish their times of arrival and departure so as to meet the BWR. For those employees on Flexitour, electing an established work schedule beginning at 0600, their work day consists of eight hours with an additional one-half hour for lunch permitting departure at 1430. These types of adjustments to core time are authorized. Supervisors are reminded that for those employees

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serving under a negotiated agreement, that agreement takes precedence over the terms of this instruction.

f. Minimum Level of Coverage. A minimum level of employee presence may be required in each area during the normal work day and during the lunch period. The exact extent of coverage will be determined by supervisors; employees should work with the cognizant supervisor to determine how this coverage will be maintained.

g. Time and Attendance Procedures

(1) Timecard Recording. Employees' actual times of arrival and departure from the work site will be recorded on their timecards, muster sheets, or timeclocks per timekeeping procedures specified in reference (d). For Flexitour employees, indicate "Flexitour" and the established work schedule in the tour of duty block on the timecard. Supervisor approved variations to the established tour must be clearly indicated on the timecard to document the date(s) specific variance(s) occur. On the day timecards are collected for Payroll, employees will advise timekeepers in advance of their anticipated departure time. Unanticipated changes of the advance sign-out time due to unplanned leave/compensatory time require correction by means of a supplemental timecard.

(2) Use of Annual and Sick Leave. Flexitour in no way affects an employee's right to use annual or sick leave. Further, the supervisor retains the authority to require advance approval to use leave as prescribed by reference (e). Flexitour offers the employee the option of modifying his or her work schedule, subject to supervisory approval, to accommodate personal needs and desires without the use of leave. However, an employee may still request annual leave or sick leave, as appropriate, if he or she does not wish to use Flexitour to accommodate the personal requirements. Annual or sick leave, or compensatory time must be charged when the employee cannot meet the BWR, or when an employee cannot be present during the core hours.

(3) Hazardous Weather. When hazardous weather requires the closing of the Naval Academy, all employees, except essential personnel, will be dismissed as promulgated. The amount of administrative leave granted in these instances will be based on the fixed work schedule established by the supervisor and the employee for that day. However, employees will not receive credit for more than an eight hour day unless actually worked prior to the time administrative leave is granted. If the Academy opens late or a liberal leave policy is in effect as a result of hazardous weather conditions, the point of reference which will be used in computing hours will also be the fixed work

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schedule for that day established by the supervisor and the employee.

(4) Overtime/Compensatory Time. Hours of work officially ordered in advance and in excess of eight hours in a day or 40 hours in a week is considered overtime/compensatory work.

(5) Lunch Periods. Employees may determine, with the consent of their supervisor, the length of their lunch period within the two hour flexible time period from 1100-1300. If a meal time is included in the employee's tour, it needs to be a minimum of 30 minutes and is a noncompensated period. An employee will generally take his/her lunch period at the same time each day. In some jobs it may not be possible to allow a lunch period. For example, if the work being performed requires the employee's uninterrupted attention, the employee may be permitted to eat his or her lunch on the job, without a lunch period.

6. Responsibilities

a. Heads of departments and officials of comparable level are authorized to determine the extent to which Flexitour can be implemented in their organizations consistent with the efficient operation of their units and mission accomplishment.

b. Supervisors are responsible for approving the work schedules of their employees; they will make sure that their work areas are properly covered during the normal work day.

c. Employees are each given a measure of personal flexibility over his or her work hours. This flexibility is accompanied by an equal degree of responsibility. Each employee is expected to fulfill the commitment to account for an eight hour day and a 40 hour work week.


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