DEPARTMENT OF THE ARMY
UNITED STATES ARMY SERGEANTS MAJOR ACADEMY
11291 SGT E. CHURCHILL STREET
FORT BLISS, TEXAS 79918

REPLY TO
ATTENTION OF

ATSS-CD

5 August 2014

MEMORANDUM FOR ALL ASSIGNED/ATTACHED PERSONNEL, US ARMY SERGEANTS MAJOR ACADEMY, FORT BLISS, TX 79918

SUBJECT: Policy Memorandum # 16, **Civilian Duty Hours**

1. REFERENCES.

a. Code of Federal Regulations, Title 5, Part 550, Pay Administration (General).

b. DoD Directive 1400.25, DoD Civilian Personnel Management System, 3 Dec 96.

c. DoD 7000.14-R, Department of Defense Financial Management Regulation, Volume 8, Civilian Pay Policy and Procedures, 2 Feb 10.

d. Agreement Between US Army Air Defense Center and Fort Bliss and National Association of Government Employees Local R14-89, 22 February 1996.

2. PURPOSE. To establish guidelines for administering working hours for Department of the Army civilian employees assigned to the United States Army Sergeants Major Academy (USASMA).

3. INTENT. To meet the operational needs of command, while, to the extent practicable, allowing employees to establish their own schedules and hours of duty. To establish Mondays through Fridays as the workweek for the purposes of training, scheduling and conducting meetings, and the routine operation of staff sections within this headquarters.

4. APPLICABILITY. Applies to all USASMA civilian employees, except part-time employees.

5. DEFINITIONS.

a. Basic Work Requirement. The requirement is 80 hours each biweekly pay period.

b. Business Hours. The hours during which all command offices must have adequate coverage. These hours are 0730-1630 Monday through Friday.

c. Core Hours. The time period during which all civilian employees must either be on duty, on leave, at lunch, or on a scheduled non-workday. The core hours are 0800-1600, Monday through Friday.

d. Lunch Period. Non-paid time taken between 1130-1330 hours.

6. POLICY. The following policy will govern the establishment of work schedules and hours of duty.

a. Establishing a Schedule. Employees, in cooperation with and as approved by their supervisors, must select a work schedule and establish hours of duty. The supervisor will provide a copy of the approved request to the timekeeper. Schedules and hours of duty must remain in effect for at least 90 days before an employee may request a change. Occasional temporary changes may be approved by the supervisor without submitting a new request. Permanent changes to an employee's schedule must be submitted and approved two weeks in advance. The effective date for all changes must coincide with the beginning of a pay period. Occasional changes to schedules allowing employees to have another non-workday must occur during the same pay period. If work is scheduled on the non-workday and another day cannot be scheduled for the non-workday, it shall be posted as compensatory time or overtime. Employees, whose request for selection of a work schedule or hours of duty has been denied by their supervisors, may submit an appeal to the next higher level of supervision. Management's determination on work hours is final.

b. Start Time. A work starting time between 0700 and 0800 hours on quarter hour intervals must be selected.

c. Departure Time. A work departure time between 1600 and 1700 hours on quarter hour intervals must be selected. An employee must schedule 8 hours per day, excluding the lunch period.

d. Lunch. If lunch is taken, it will be taken during the period between 1130 and 1330 hours only. The regularly scheduled lunch period will be 30 minutes, 45 minutes, or 1 hour as selected by the employee and approved by their supervisor.

(1) Per agreement with the local collective bargaining union, USASMA bargaining unit employees may gain up to 30 minutes daily in Credit Hours by taking a 30-minute lunch. Credit hours earned may not exceed 24 hours. When the total of credit hours reaches 24 hours, the employee must return to a standard 8-hour duty day until the credit hour total is reduced below 24 hours.

(2) Employees wishing to earn credit hours using this 30-minute lunch option must establish a permanent work schedule as described in paragraph 6a above.

e. Overtime. Hours of work in excess of eight hours in a day or 40 hours in a week which are officially ordered or approved by the supervisor and the Chief of Staff are deemed overtime. Supervisors must submit a FB Form 81, Request, Authorization and Report of Overtime to the Chief of Staff prior to directing any overtime or compensatory time. If overtime work was not approved, the supervisor shall direct the employee not to work outside of his or her regular tour of duty. In all cases, overtime work must be preapproved.

f. Holidays. If a Federal holiday falls on a scheduled workday, that workday will be observed as the holiday. Employees will be paid based on their established work schedule. When a holiday falls on a Sunday, Monday will be observed as the holiday; when a holiday falls on a Saturday, Friday will be observed as the holiday. Supervisors must record approved time worked on federal holiday as overtime pay.

g. Legal Federal holidays for which employees are excused from duty and receive pay are as follows:

New Year's Day	1 January
Martin Luther King Jr.'s Birthday	3rd Monday in January
President's Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	4 July
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veteran's Day	11 November
Thanksgiving Day	4th Thursday in November
Christmas Day	25 December

h. Leave. Annual and sick leave will be charged according to the number of hours the employee was scheduled to work on the day leave was taken.

(1) Training Holidays. Training holidays are work days for civilian employees. Mission permitting, supervisors are encouraged to approve requests to take annual leave, earned compensatory time, or leave without pay for all non-essential employees.

(2) Emergency Situations. If an emergency is declared, non-essential employees may take annual leave, compensatory time, or leave without pay after notifying their supervisor. Sick leave may not be used. Unless excused by their supervisor, essential employees will work during emergency situations. In the event of an emergency situation, the Chief of Staff will identify those personnel designated as "essential" and all employees will be notified by their immediate supervisor.

(3) Compensatory Time Earned. Compensatory time earned will only be granted by the Chief of Staff after a review of current leave balance to determine if it is reasonable that the employee will be able to use earned compensatory time prior to the 26th pay period. Chief of Staff may request proposed leave calendar and approved leave forms when reviewing requests for compensatory time earned. Compensatory time will not be earned on federal holidays.

(4) Compensatory Time Taken. Compensatory time off will be granted before annual leave is approved except when annual leave would otherwise be forfeited. Supervisors are responsible for reviewing all leave and compensatory balances prior to approval of leave requests.

7. RESPONSIBILITIES.

a. Supervisors. Supervisors are charged with allowing employees to establish their own schedules and hours of duty, to the maximum extent practicable. Supervisors are responsible for coordinating work schedules and hours of duty to ensure operational needs of the command are met. Supervisors may adjust schedules individually or collectively, as needed.

b. Employees. Employees are responsible for following their established schedules, coordinating any temporary change in schedule with their supervisors, and keeping the timekeeper informed of actual working hours, leave, and overtime.

c. Timekeepers. Timekeepers will be responsible for recording time worked according to each employee's approved schedule, including approved overtime, compensatory time, and leave.

8. SUPERSESSION. This memorandum supersedes Policy Memorandum #16, **Core Hours, dated 1 July 2014.**.

9. The Point of contact is Director, Personnel & Administration, 744-8383.

"Ultima Strong!"

DENNIS E. DEFREESE
CSM, USA
Commandant