



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCES HEADQUARTERS KANSAS
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TOPEKA, KS 66611-1287

1 October 2007

MEMORANDUM FOR All full-time Federal Kansas National Guard Employees

FROM: JFHQKS-HRO

SUBJECT: Basic Work Schedule and Compressed Work Schedule, HRO Policy Letter #1

1. PURPOSE: The purpose of this policy is to establish a work schedule for all activities of the Kansas National Guard. Activities will be staffed Monday thru Friday each week between the hours of 0730 to 1600 each day, excluding Federal holidays, to maximize support to traditional Guardsmen and other supported entities. Supervisors at all levels in the chain of supervision have the responsibility to, and will be held accountable for, scheduling their workforce to ensure support capabilities are maintained each duty day.

2. REFERENCES:

- a. Title 32 United States Code Section 709
- b. AGO Technician Personnel Pamphlet (TPP) 610, Time and Attendance Procedures and Leave Administration
- c. AGO Supplemental Personnel Pamphlet (SPP) 610, Staff and Managerial Work Schedule Program
- d. NGR (AR) 600-5, The Active Guard/Reserve (AGR) Program, Title 32
- e. ANGI 36-101, The Active Guard/Reserve Program

3. POLICY:

a. The Kansas National Guard will operate under two full-time work schedules. With supervisory concurrence, employees may choose between (1) and (2) below:

(1) The basic work schedule consisting of 5 eight-hour days with each day having a non-duty lunch of 30 minutes to one hour; **or**

(2) The Compressed Work Schedule (CWS) that allows for the biweekly basic work requirement of 80 hours to be scheduled in less than 10 duty days and requires employee to work more than eight hours a day. This schedule may include a 20-minute working lunch or a non-duty lunch of 30 minutes to one hour.

(a) 5/4/9 A compressed work schedule that consists of 8 nine-hour days, 1 eight-hour day and a Scheduled Day Off (SDO) to complete the 80 hour pay period.

(b) 4/10's A compressed work schedule with 4 ten-hour days each week of the pay period. (Available only for the Kansas Army National Guard maintenance and aviation activities)

b. It is the responsibility of each Directorate/MSC and Wing Commander to ensure sufficient coverage to maintain operations during the basic work week (Monday through Friday).

4. GENERAL GUIDANCE:

a. Basic Work Week – The basic work week will cover Monday through Friday.

b. Scheduled Day Off (SDO) – the SDO is the non-duty day within each CWS tour of duty. Each employee will coordinate with their supervisor in scheduling their SDO's with supervisors having the final approval. Scheduling will be done 2 to 4 times a year. Changes will only be made during these scheduling periods not each pay period.

c. Lunch Period – A non-duty lunch (off-the-clock) of 30 minutes to one hour may be authorized for each employee but is **mandatory** for the basic work schedule.

d. If a lunch period (4c) is not selected, personnel are authorized a period of twenty minutes to consume lunch counted as duty time. During the twenty minute period, the employee must remain at the duty site. **Under no circumstances will an employee leave the worksite during this period.** If an employee does leave the worksite to run errands, pick up lunch, etc., he/she will be in the appropriate leave status. A supervisor will be held responsible for enforcing this 20-minute on-duty time for consuming lunch. If the 20-minute working lunch is abused, a supervisor is expected to discipline the employee; and, with notice to the employee, assign a non-duty lunch period.

e. Duty hours – Work will be scheduled no earlier than 0600 and no later than 1800 each day, excluding shift operations.

f. Holidays – The Kansas National Guard will observe Federal holidays on the dates established by the Office of Personnel Management. SDO's should not be scheduled on a Federal holiday. If this does happen, the SDO will be moved to another day within the same pay period. Federal holiday dates are published by year on the internet at <http://www.opm.gov/fedhol/>. Personnel on compressed work schedules will be limited to 4 four-day weekends during a leave year in conjunction with an SDO.

g. Eight-hour days – The eight-hour day for employees on the 5/4/9 work schedule will be the last work day of each pay period. Federal holidays are considered work days for which the employee is on holiday leave; therefore, if the holiday falls on the last work day of the pay period, the holiday would be the eight-hour day.

h. Work Schedule Election Form – Each employee will complete a Work Schedule Election Form (attached). After completion, the form and any supporting paperwork will be filed in the Supervisory Work Folder (technicians) or an equivalent appropriate file (AGR's). If there is a change in work schedule and a new form is accomplished, the old form and supporting paperwork (calendar or list of dates) will be maintained for a period of two leave

years for audit purposes.

5. MISSION REQUIREMENTS: Mission-related requirements that fall on an employees' non-duty day or SDO should be accommodated by:

a. Technicians: Compensatory time or military duty. Routinely recurring scheduled aviation support requiring change in duty hours and night shift differential may be approved by the Wing Commander or State Aviation Officer.

b. AGR's: Rescheduling SDO's. If the SDO cannot be rescheduled during the pay period, a pass may be awarded IAW AFI 36-3003 or AR 600-8-10, as appropriate.

6. TWENTY-FOUR OPERATIONS: Previously approved work schedules may be continued. Additions or changes in 24-hour operations will need approval from this office before they are established.

7. TIMEKEEPING: Current provisions for approving and documenting leave will remain in effect.

8. POSTING OF POLICY: A copy of this memorandum will be posted on the organizational bulletin board or in an area where it is available for all employees to review.

9. EMPLOYEE PROBLEMS OR GRIEVANCES: Employee problems or grievances regarding work schedules should be resolved at the lowest level possible. If a problem cannot be satisfactorily resolved, it may be processed through the grievance procedure or chain of supervision, as appropriate.

10. COMPRESSED WORK SCHEDULES AND THE PT PROGRAM: The PT policy has been updated with an effective date of 1 October 2007. Refer to the PT Policy letter for guidance concerning applicable times for participation in the PT program.

11. This letter supersedes previous letter dated 3 February 2006, same subject, and is designated HRO Policy Letter Number 1.

12. OPR for the Kansas National Guard work schedule and exceptions to the approved schedule is the Human Resources Office - Labor Relations Section.

FOR THE ADJUTANT GENERAL:


KATHRYN L. HULSE, Col, KSANG
Human Resources Officer

Attachment
Work Schedule Election Form

Distribution:
All Federal Technicians and AGR's

WORK SCHEDULE ELECTION

I wish to elect the following work schedule effective the date below. I understand this schedule must be approved by the chain of supervision and if approved, I understand it will continue until another work schedule election is initiated and approved.

Basic Work Schedule (5 eight-hour days, Monday thru Friday)

My work hours will be _____.

I will take a 30 45 60 minute lunch period off the clock.

Compressed Work Schedule

5/4/9

4/10 (Kansas Army National Guard maintenance/aviation activities only)

My work hours will be _____.

I prefer a specific day of the week off every pay period. I understand I cannot have more than four 4-day weekends in a leave year in conjunction with an SDO.

Circle one: Monday Tuesday Wednesday Thursday Friday

I prefer to schedule my SDO's on a quarterly basis.

I prefer to schedule my SDO's on a semi-annual basis.

I prefer to schedule my SDO's on an annual basis.

Effective date: _____

Employee Signature

First-Line Supervisor

Higher-Level Supervisor