



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON-YONGSAN
UNIT #15333
APO AP 96205-5333

22 DEC. 2016.

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UNITED STATES ARMY GARRISON-YONGSAN (USAG-Y) POLICY LETTER # 24

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Civilian Personnel Alternative Work Schedule (AWS)

1. **REFERENCES:**

- a. Title 5, United States Code, Chapter 61, Subchapter II, Flexible and Compressed Work Schedules.
- b. Office of Personnel Management, Handbook on Alternative Work Schedules, available on line at <http://www.opm.gov/oca/aws/>.
- c. DoD 7000.14-R, Financial Management Regulation, Volume 8 (Civilian Pay Policy), Chapters 2, April 2016.
- d. Army Regulation 215-3, Morale, Welfare, and Recreation, Non-appropriated Funds Personnel Policy, 16 September 2015.
- e. IMCOM Regulation 690-610, Civilian Personnel Work Schedules, 15 May 2014.
- f. United States Forces Korea (USFK) Regulation 690-1, Regulations and Procedures, Korean Nationals, Chapter 6-3, Paragraph f, Compressed Work Schedule, dated 10 February 2011.

2. **PURPOSE:** To establish policy and procedures for AWS within USAG Yongsan.

3. **APPLICABILITY:** This policy applies only to permanent USAG-Y Department of the Army Civilian (DAC), Appropriated Fund Korean National (KN), US and KN Non-appropriated Fund (NAF) civilian employees participating in the AWS Program.

4. **DEFINITIONS:**

a. Alternative Work Schedule: Arranged tour of duty varies from basic work week to include a flexible work schedule (FWS) and a compressed work schedule (CWS). This is an employment benefit, not an employee entitlement. Further, the AWS is a matter of supervisory discretion.

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b. **Basic Work Requirement:** The number of hours, excluding overtime hours, an employee works or accounts for by charging approved leave, credit hours, excused absence, compensatory time, or time off as an award.

5. **POLICY:**

a. The objective of the AWS program is to fully support mission accomplishment while improving the efficiency and productivity of operations. AWS improves the quality of work life and enhances personnel recruitment and retention, reduces absenteeism, fosters energy conservation, and carbon emissions through reducing traffic commute and furthering employee job satisfaction and morale. Supervisors and employees adhere to all applicable rules as outlined in this policy letter.

b. Core hours within USAG Yongsan are 0900 to 1600, Monday through Friday. When possible, supervisors schedule meetings and other official group activities during core hours, unless it is known that all individuals involved can attend before or after core hours or attend remotely (i.e., teleconference).

c. To participate in the AWS Program, USAG Yongsan employee's most recent performance rating must be at or above Level 3 under the Total Army Performance Evaluation System (TAPES). The employee must maintain performance at Level 3 or above once approved to participate in the AWS Program. Also, an employee must maintain an adequate leave balance as determined by the Supervisor to ensure the employee can fulfill the requirements of the AWS Program.

d. Employees in a supervisory position, newly appointees serving on probationary period, on-the-job training, declining performance or less than fully successful rating on their current performance appraisal, on a Performance Improvement Plan (PIP) or within one year after completion of a PIP, or subsequently engaged in misconduct, have documented attendance problems or received official discipline are excluded or removed from participating in the AWS Program.

e. The following AWS are available within USAG Yongsan:

(1) Compressed Work Schedule (CWS)

(a) Compressed work schedule constitutes a bi-weekly basic work requirement of less than 10 workdays. A full-time employee basic work requirement is 80 hours in a bi-weekly pay period, which may be scheduled for less than 10 workdays, after supervisory approval. An employee's bi-weekly CWS request is submitted to the supervisor for approval via the Employee-Management Contract, IMCOM Form 1-A. Once approved, employees wishing to change their work schedule from the existing CWS agreement will submit a new Employee-Management Contract to their supervisor for approval. Once approved, changes normally become effective at the beginning of

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the pay period following the date of approval by the supervisor and remains in effect until a new work schedule is implemented; employee voluntarily discontinues CWS participation; or employee's CWS participation is terminated. Changes to the CWS should be infrequent; generally not more than once per quarter. Although supervisors may change or stagger employee arrival and departure times, there are no provisions for employees to flex their arrival or departure times.

(b) The 5-4/9 schedule is the approved CWS work schedule. This work schedule permits an employee to work eight 9-hour days and one 8-hour day over two weeks to comprise 80 hours over a pay period (five days during one week and four days during the other week of the pay period) with a fixed Regular Day Off (RDO).

(c) An employee's RDO is any day that the supervisor and employee have mutually agreed. Supervisors evaluate employee requests for a specific RDO with consideration for mission accomplishment and office coverage. The supervisor may flex the RDO within the pay period to accommodate either mission need or employee requests. Some situations requires the rotation of RDOs to meet mission requirements.

(2) **Flexitour:** An employee selects a schedule with fixed starting and ending time for his or her workday during the bi-weekly pay period, approved by the supervisor. An Employee must work an eight hour period excluding lunch break during the period 0700-1800. He/she arrives between 0700-0900, departs between 1600-1800, and is present during core hours, 0900-1600. An employee's Flexitour request is submitted to the supervisor for approval via the Employee-Management Contract, IMCOM Form 1-A. Once approved, employees who change their work schedule from the existing Flexitour agreement will submit a new Employee-Management Contract to their supervisor for approval. Once approved, changes become effective at the beginning of the pay period following the date of approval by the supervisor and remains in effect until a new work schedule is implemented, employee voluntarily discontinues Flexitour participation, or employee's Flexitour participation is terminated.

f. **Lunch Periods:** Lunch periods are approved by the supervisor and a fixed duration of 30 or 60 minutes. Lunches are normally taken during 1100 to 1300 hours and are non-duty time. Employees may NOT shorten their duty day by working during or skipping lunch hour.

g. **Official Hours of Duty:** The official duty day is Monday through Friday, 0730 to 1630 hours, during which USAG-Y entities conducts business. The official duty hours at K-16 are 0800-1700. Directors may establish different duty hours with the Garrison Commander's approval. Directors ensure adequate manning are provided to service customers during adjusted hours of operation.

h. **Office Hours:** Garrison employees office hours are 0700 to 1800.

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i. This policy does not alter other regulations concerning the use of leave and compensatory time or supervisors or employees' rights.

j. AWS must not disrupt Garrison operations or impede the Garrison's mission accomplishments. Employees participating in AWS understand their planned schedules are flexible and are changed to satisfy requirements necessary to accomplish Garrison mission. Employees prepare to make necessary changes in their preferred schedules to accommodate meetings and other work activities requiring their presence at specific times or specific days. The Supervisor has the responsibility to terminate the AWS for particular employees if the AWS is negatively impacting the Garrison mission.

k. When a supervisor determines that an AWS has or had an adverse mission impact or substantially disrupts the work of a directorate, office, or group of employees with similar duties such as reduction in productivity, untimely performance of work, unavailability of employees for work, diminished level of services to the public, inadequate office coverage, problems with operational requirements, workload demands, or an increase in cost of operations, that particular AWS may be temporarily suspended or permanently terminated. When such suspension or termination affects bargaining unit employees, the union is notified before suspending or terminating the AWS in question, unless circumstances is not practical, in which case, the union is notified as soon as possible.

l. Because of the nature of the work performed or requirements of a particular position, an employee's request for AWS may be denied. They will maintain the basic 8-hour day, 5-day work week schedule. Accordingly, authority is delegated to supervisors to approve or disapprove an employee's request for AWS. If an employee's request for AWS is disapproved, the employee is notified in writing of the reason(s) for the disapproval.

m. Requests for a 4/10 CWS which comprises eight 10-hour work days within the bi-weekly pay period and two RDO per pay period is not approved, as this schedule is not conducive to the Garrison mission or efficiency of services that we provide.

n. Requests for telework allows employees to perform mission related work away from the traditional worksite is considered only by the Garrison Commander or the Deputy to the Garrison Commander, and no lower.

o. This policy is effective immediately. It remains in effect until rescinded or superseded.

6. RESPONSIBILITIES:

a. Deputy to the Garrison Commander/Directors will:

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(1) Ensure AWSs are offered to employees to the fullest extent possible to meet employee desires while meeting mission requirements.

(2) Provide guidance to their supervisors and employees on the provisions of this policy.

(3) The Deputy to the Garrison Commander is the approval authority for alternative work schedule requests for Garrison Directors, Special Staff and Command Group Admin.

(4) Directors are the approval authority for alternative work schedule requests within their directorates.

b. Branch/Division Chiefs will:

(1) Assist supervisors in carrying out the requirements of this policy.

(2) Make recommendations to the director on all employee AWS requests.

c. Immediate/First level Supervisors will:

(1) Ensure their organizations are properly and sufficiently staffed to meet mission requirements at all times.

(2) Ensure employees are treated fairly and equitably with respect to scheduling requests.

(3) Ensure employees are present for duty during core hours, unless otherwise in an approved absence status.

(4) Adjust an employee's work schedule when mission accomplishment requires an adjustment.

(5) Ensure timekeepers are kept updated in a timely manner of all employee work schedule changes.

(6) Allow, to the extent possible, temporary deviations from an approved work schedule.

(7) Maintain the approved request for AWS and schedule regarding establishment, revision, or termination of an employee's AWS. This includes documenting and discussing with their employees the establishment of Flexitour work schedules (which includes the appropriate lunch period).

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d. Employees will:

(1) Understand participation in the Garrison AWS is NOT an employee entitlement, rather it is a privilege.

(2) Negotiate a work schedule meeting both mission requirements and personal considerations.

(3) Be flexible in adjusting work schedules to meet mission requirements, as needed.

(4) Keep supervisors informed, as far in advance as possible, of work schedule changes or adjustments.

(5) Complete and submit to their supervisor the IMCOM Form-1A to document their request for either a CWS or Flexitour.

(6) Report to work on time and put in a full day's work.

7. PROCEDURES:

a. Employees are given the opportunity to participate in the AWS on a voluntary basis. Any civilian employee wishing to participate in the program, or requesting a change in a current work schedule, shall submit in writing or by e-mail to their immediate supervisor. The immediate supervisor discusses the request with employee and forward request to their branch/division chief or Directorate Chief (if appropriate) with a recommendation. The branch/division chief consults with the immediate supervisor and/or employee as needed and forward request with a recommendation to the appropriate Directorate Chief for final decision. The Directorate Chief is the approval authority for all requests for flexible and compressed work schedules. Once the Directorate Chief makes a decision, he/she notifies the employee's supervisor of the decision and immediate supervisor informs the employee of the Director's decision. The immediate supervisor ensures all approved work schedule agreements are forwarded to the appropriate timekeeper.

b. If mission requirement arises that necessitates an employee to work either part or all of their day off, the supervisor and employee arranges to reschedule the employee's day off.

c. Employees who attend training or are on Temporary Duty (TDY) will normally work the hours of the TDY. If the TDY or training is scheduled for longer than one week, the employees schedule must be changed to an eight-hour workday. RDOs generally do not apply during training or on TDY.

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d. To ensure accurate records of arrival and departure times and to ensure accountability of time and attendance for employees, supervisors require their employees to record their work hours deemed appropriately, including e-mail notification to the supervisor upon arrival to work.

e. Employees are removed or suspended from AWS for, including but not limited to; failing to comply with the provisions of this policy, for abusing AWS privileges, for falsifying time and attendance records, or for performance or conduct determined by the supervisor to be less than satisfactory.

f. The policies and procedures for requesting annual and sick leave remains the same except the amount of leave taken is commensurate with an employee's regular tour of duty.

g. When a designated federal holiday falls on an employee's scheduled RDO, the following rules apply when determining "in lieu of" holiday:

(1) If a holiday falls on a Monday RDO, the subsequent workday (Tuesday) is the employee's designated "in lieu of" holiday.

(2) If a holiday falls on an RDO other than Monday, the employee's preceding workday will be designated the "in lieu of" holiday. For example, the RDO is Friday and the holiday falls on Friday, the "in lieu of" holiday is Thursday. If the RDO is Wednesday and the holiday falls on Wednesday, the "in lieu of" holiday is Tuesday.

h. Excused absence from duty is administratively authorized without loss of pay and without charge to leave in accordance with applicable regulations for excused absences on scheduled work day. For example, the installation is closed due to inclement weather. If such absence is authorized during an employee's RDO, the employee will not be given equivalent time off at a later date or otherwise compensated.

i. An employee who is a member of the National Guard or Armed Forces Reserves must convert to the basic work week for the pay period(s) while on military leave.

j. Employees obtain prior approval from their supervisor to work overtime/compensatory time. For employees on a CWS, excess work performed in a bi-weekly pay period is overtime. The employee is entitled to compensatory time or overtime pay as appropriate. For employees on a Flexitour work schedule, overtime hours are all hours of work that are officially ordered and approved in advance by the supervisor and in excess of 8 hours in a day or 40 hours in a week.

k. Korean National Employees participating in the Garrison AWS are regulated separately by USFK Regulation 690-1, Chapter 6, as discussed below:

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(1) Overtime rates for KGS/KWB Garrison employees is not paid for those CWS daily scheduled hours even though the employee actually worked more than 8 hours on CWS workdays. Excess hours in an eight hour day are accounted as CWS time earned and CWS time earned (or will earn) during the given week is paid off/offset by charging CWS time used during the work week.

(2) All hours actually worked in excess of the CWS daily scheduled hours on CWS workdays is paid at overtime rates.

(3) Under the 5/4-9 CWS schedule, CWS employees are paid 40 hours vs. 36 hours during the 36-hour CWS work week, and are paid 40 hours vs. 44 hours during the 44-hour CWS workweek. In other words, the CWS employees are paid based on adjusted hours through CWS time earned and used (not based on actual hours). For that reason, any overtime in excess of 44 hours a week is determined and paid based on adjusted hours instead of actual hours.

(4) When an employee works on their CWS day off, the overtime rate is paid for the actual hours worked more than 4 hours on the CWS day off, and the first 4 hours is paid at the regular rate charging to extended workweek (EW). For example, when an employee (who is in the 5/4-9 schedule) works 8 hours on his/her CWS day off, the employee receives 4 hours at regular rate charging to EW, and 4 hours paid the overtime rate.

(5) Employees transferring, being reassigned or terminating their employment are required to change to a standard tour of duty to avoid positive or negative CWS time earned balances upon the effective date of the action. Otherwise, negative CWS time earned balances are charged to annual leave or LWOP, if there is an insufficient annual leave and the positive CWS time balances is paid at the appropriate overtime rate.

(6) Timekeeping procedures are coordinated with the servicing payroll office prior to implementation of the CWS.

(7) This policy is effective at the start of the first pay period in FY 2017.

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8. **PROPONENT:** The Directorate of Human Resources (DHR) is the staff proponent for this policy and can be contacted at DSN 738-5017.

Encl
IMCOM Form 1-A



J. SCOTT PETERSON
COL, CA
Commanding

DISTRIBUTION:
USAG-Yongsan Directors
Chief Time Keeper (Ms. Yu, Yong Suk)
USAG-Yongsan Supervisors

**ALTERNATE WORK SCHEDULE (AWS) AGREEMENT
EMPLOYEE - MANAGEMENT CONTRACT**

Refer to IMCOM Regulation 690-610 for guidance to complete this form, proponent is G1

BETWEEN
INSTALLATION MANAGEMENT COMMAND (IMCOM)
AND

Effective Date:

Employee Name (Last, First, MI.) and Division

NOTE: Employee (1st) and supervisor (2nd) must initial each item in the space provided below.

WORK SCHEDULE:

Week 1 (Indicate the regularly scheduled day off as RDO)

DAY	START TIME	STOP TIME	NUMBER OF HOURS PER DAY

Week 2 (Indicate the regularly scheduled day off as RDO)

DAY	START TIME	STOP TIME	NUMBER OF HOURS PER DAY
Grand Total (Two week total must equal 80 hours)			<input type="text"/>

Leave: Employee agrees to follow established procedures for requesting and obtaining approval for leave. Leave will be taken in accordance with the established leave policies.

Overtime: Employee and supervisor are aware of the provisions delineated in IMCOM Reg 690-610, Civilian Personnel Work Schedules.

Work Assignment or Performance: The employee understands that a decline in job performance and/or documented misconduct may be grounds for cancelling the AWS agreement.

Termination of Agreement: The responsible official may terminate and employee's participation in the AWS at any time if mission requirements deem it necessary or it is determined that an employee is abusing the AWS privilege. Employee participation may also be terminated at the request of the employee (after notifying the supervisor), the employee's supervisor, or upper management.

SIGNATURES

Employee Signature

Date

APPROVAL RECOMMENDATION

- Recommend Approval
 Recommend Disapproval

Supervisor Signature

Date

APPROVAL

- Approved
 Disapproved

Responsible Official Signature

Date