

USACE FINANCE CENTER INTERNAL POLICY GUIDE: UFC-103**SUBJECT: HOURS OF DUTY/TIME AND ATTENDANCE**

1. **Purpose.** The purpose of this guide is to outline the policy and procedures for establishing tours of duty and hours of work, and for recording time and attendance for USACE Finance Center (UFC) employees. It also prescribes procedures for requesting compensation for overtime/holiday work.
2. **Hours of Duty.** A standard tour of duty will consist of a 40-hour workweek composed of five consecutive 8-hour days. The normal administrative workweek is Monday through Friday, with Saturday and Sunday as non-workdays.
 - a. **Flexitour.** Flexitour is authorized for UFC employees. Flexitour is defined as a type of flexitime work schedule in which employees preselect starting times and may select new times at specified intervals. The employee's 8-hour day must be worked sometime between 0700 and 1730. This means an employee can establish a flexitour to begin work as early as 0700 or as late as 0900. The employee then works a continuous block of eight hours each day, interrupted only by a lunch break between the hours of 1100 and 1300. A non-paid lunch period of at least 30 minutes will be taken by all employees between the hours of 1100 and 1300. (Lunch must be eaten away from the work station.) Each workday will include the hours between 0900 and 1530 as core hours. During the core hour period, all employees must either be on duty, at lunch or on leave. Upon beginning employment at the UFC, each employee will submit to his or her supervisor a proposed flexitour schedule which will be subject to the approval of the supervisor. Supervisors may require new employees to work the same tour as the supervisor until the new employee becomes familiar with work. Generally, supervisors will permit flexibility as to arrival and departure times consistent with mission requirements. However, supervisors may require the presence of an employee or group of employees at a specified time when in the supervisor's judgment, it is necessary for accomplishment of the mission. Flexitour schedule changes may be requested by the employee and are subject to the approval of the supervisor. Requests for temporary deviations are also allowed but should be requested in advance and are subject to the approval of the supervisor. Supervisors may allow unscheduled deviations of plus or minus 15 minutes to arrival/departure times (within the hours of 0700 to 1730) without prior employee request or supervisory approval. For UFC employees who work outside of the Millington location, minor variations in the flexitour policy are permitted when such variations are compatible with the host installation's policy.

b. Fixed Tours. Due to mission requirements, some employees will be required to work special fixed tours of duty. Special fixed tours will consist of eight hours of work and a non-paid lunch period. In some cases, special fixed tours may involve night work. Employees on special tours will not be permitted to participate in flexitour.

c. Alternate Work Schedules/Flexitime. Other flexible work schedules which permit varying reporting and departure times are not authorized for UFC employees.

d. Rest Periods/Break. Employees are authorized a rest period during each four- hour continuous work period. Such rest periods will not exceed fifteen minutes and will only be conducted between the hours of 0930 and 1030 in the morning and between the hours of 1400 and 1500 in the afternoon. Rest periods will not be granted immediately prior to or as a continuation of a lunch period or immediately prior to quitting time. Work periods of less than four hours of continuous duty will normally not entitle the employee to a rest period except in unusual cases as determined by the supervisor. Employees on rest periods should use good judgment and avoid congregating in groups or loitering or visiting other offices in a manner that would create a poor public image or disturb those employees who are on duty.

3. Time and Attendance. Supervisors are responsible for knowing when their employees arrive at work, when they leave and where they are during the work day. To facilitate this, each employee must sign in at the beginning of the tour of duty and sign out at the end of the tour. Employees must also sign in and out for the non-paid lunch period. The timesheets for each work area should be centrally located where they can be inspected at any time.

a. The time and attendance worksheet is divided into three sections. The first section is prepared by the employee prior to the start of the pay period. In this section, the employee indicates what hours he/she plans to work. The total planned work hours must equal 80 hours unless the employee plans to take leave or use compensatory time or credit hours during the pay period. Section 1 of the work sheet should also be used by the employee to request permanent or temporary changes to the employee's established flexitour work schedule. Section 1 must be completed and submitted to the supervisor for approval prior to the beginning of the pay period.

b. Section 2 of the time and attendance worksheet shows the hours actually worked. It should be identical to the schedule requested in Section 1 unless the supervisor has altered the schedule to meet unforeseen circumstances or to accommodate employee emergencies or illnesses. The employee must post arrival time, departure time and time taken for unpaid lunch in Section 2 on a daily basis. The Regular Hours line must be used to record the total regular hours worked (up to 8). The Night Differential Hours line must be

used to identify any night differential worked. The Overtime Hours line must be used to identify any overtime hours worked. The Credit Hours line must be used to record the total credit hours earned (up to 2). The Comp Hours line must be used to identify any compensatory hours earned. The Other Hours line must be used to identify any holiday hours worked. (An approved overtime request form must be in the timekeeper's folder to show approval for all overtime and holiday hours worked and for all compensatory time earned.

c. Section 3 is a record of all absences that would normally be recorded on an SF-71. The employee must initial all absences. The employee's signature on the timesheet at the end of the pay period is certification that the recorded absences are accurate and complete. The supervisor's signature indicates approval of the absences.

d. Time and attendance work sheets must be completed on the last day of each pay period. The employee must compute the total hours worked, the total hours absent, and the total credit and/or premium hours worked. The employee must certify the accuracy of the time and attendance work sheet by signing and dating it. Supervisors must also certify the accuracy of their employees' work sheets by signing and dating them.

4. **Overtime**. Overtime is work which is officially ordered and approved, and performed by an employee in excess of eight hours in a day or forty hours in a workweek. The use of overtime, including holiday work and compensatory work, will be restricted to the absolute minimum and will be used only in the event of unusual emergency conditions.

a. Overtime Requests. All overtime will be requested and approved in advance. The USACE Finance Center Director has delegated overtime approval authority to Deputy Directors (or their designated representatives). To request overtime, the employee must use the automated overtime request system on the LAN. The employee must request overtime on the system and then advise his/her supervisor that the request has been made. The employee should not begin any overtime work until the overtime request has been approved. The employee should annotate all overtime/compensatory time/holiday hours worked on his/her time and attendance worksheet and attach a copy of the approved overtime request to the time and attendance worksheet.

b. Overtime Pay. An employee whose rate of pay does not exceed the minimum rate of grade GS-10 will receive one and one-half times the rate of pay for overtime services. Employees who are exempt from the Fair Labor Standards Act (FLSA) and whose rate of pay exceeds the minimum rate for grade GS-10 will receive one and one-half times the hourly rate of pay for the minimum step of grade GS-10 for overtime work performed.

5. **Holidays.** Days that have been established as legal holidays in the Federal service are:

New Year's Day	1 January
Martin Luther King's Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	4 July
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	11 November
Thanksgiving	Fourth Thursday in November
Christmas	25 December

Holidays that fall on Saturday will be observed on the preceding Friday; those that fall on Sunday will be observed on the following Monday.

6. **Holiday Pay.** Holiday work is work that is performed by an employee on a legal holiday. Holiday work must be requested and approved in advance using the same procedures as are used to request overtime work. An employee who performs work on a designated legal holiday is entitled to pay at his or her rate of basic pay for that holiday work that is not in excess of eight hours. Any work performed by an employee on a legal holiday in excess of eight hours is considered overtime work. An employee who is required to work on a designated legal holiday is entitled to pay for a least two hours of holiday work.

7. **Compensatory Time.** Compensatory time is time off granted to an employee in lieu of overtime pay. It is an alternative method of compensation for irregular or occasional overtime. The amount of time off is to be equal to the time spent performing the irregular or occasional overtime work. Employees must request compensatory time for overtime work using the same procedures that are used to request overtime work. Compensatory time for overtime work must be approved in advance. Compensatory time must be used within twenty-six pay periods (one year) or it will be paid at the overtime rate at which it was earned. Supervisors will monitor compensatory time balances for all employees and ensure usage is scheduled so as to preclude payment of overtime.

8. **Credit Hours.** With supervisory approval which will be based on mission need, employees may schedule and work credit hours up to two hours in excess of their eight-hour workday, and up to eight hours on Saturdays and Sundays. Credit hours may not be earned on days that any type of leave is taken. Employees can carry over a maximum of twenty-four credit hours from one pay period to the next.

9. **Night Differential.** Night differential, at the rate of 10 percent of the hourly basic rate, is payable to General Schedule employees for work between 6 p.m. and 6 a.m. if the regular tour of duty includes work during such hours. The

hours worked must be part of the regular tour. An employee is entitled to a night differential for a period of paid leave only when the total amount of that leave in a pay period, including both night and day hours, is less than 8 hours.

10. **Errors in Pay**. All employees are strongly encouraged to carefully check their Leave and Earnings Statement (LES) each pay period. Employees should contact the USACE Finance Center Customer Service Representative (CSR) if they have questions or detect errors regarding their pay or leave balances.

11. **Changes**. This policy letter will be maintained on the CEFC LAN. Changes will be made as needed to maintain current policy. POC for this policy guide is Valerie Bacon, ext. 8404.

FOR THE DIRECTOR:



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