

BPA Human Resources Directive 410-06-07

Compressed Work Schedule for

TBL Pre-schedulers (Public Utilities Specialist)

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1. Purpose & Background

This BPA HR Directive supplements BPA HR Directive 410-06: Employee Leave, Work Schedules, and Telework. Specifically, it sets forth procedures for implementation of a compressed work schedule (CWS) for Transmission Business Line (TBL) Pre-schedulers.

2. Policy Owner

The Chief Administrative Officer, through Human Capital Management's (HCM) Planning, Audit, and Governance Division (NHI-1), has overall responsibility for monitoring, reporting, executing, and maintaining this BPA HR Directive.

3. Applicability

This BPA HR Directive applies only to full-time TBL Pre-schedulers.

4. Policy

This plan supplements provisions of the collective bargaining agreement between BPA and the American Federation of Government Employees (AFGE) Local 928 and shall be consistent with any revisions made to such labor agreements, and applicable laws and regulations.

Employees will work a 5/8 work schedule. Management will have the flexibility to change the work schedule from 5/8s to 4/10s or any other compressed work week tour-of-duty as necessary, based upon business requirements. When an involuntary change in schedule is established by management, management shall give affected employees a minimum of 24 hours advance notice either orally or in writing. This flexibility in scheduling will allow for work schedules to be consistent with work performed by customer pre-scheduling.

The basic work requirement is 80 hours every pay period regardless of the work schedule.

Employees may move between the CWS and other work schedules in the same pay period based upon business requirements. Credit hours will be paid off when an employee is not covered by a flexible work schedule.

Employees will have a 30-minute unpaid lunch break between the hours of 11 a.m. to 1 p.m., as determined by management on a daily basis.

5. Standards & Procedures

- A. **Administrative Workweek:** The work schedule will be from 0000 hours Sunday to 0000 hours the following Sunday.
- B. **Regularly scheduled administrative workweek:** The workweek will vary in accordance with the particular schedule an employee is serving.

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- C. **Tour-of-duty:** Will vary from 8- to 10-hour workdays, depending on the schedule assigned. Start time may vary between 6 a.m. to 8:30 a.m., and ending time shall not exceed 7 p.m.
- D. **Overtime work:** Overtime is that time an employee is ordered or authorized to work in excess of his/her scheduled tour-of-duty, or on a non-work day, in accordance with regulatory requirements.
- E. **Compensatory time off:** Compensatory time off is time off in lieu of pay for irregular or occasional overtime work.
- F. **Night pay differential:** Night pay is paid for regularly scheduled work between the hours of 6 p.m. and 6 a.m. in accordance with 5 CFR, Part 550, subchapter A.
- G. **Sunday pay:** Sunday pay is paid for non-overtime work during a regularly scheduled daily tour-of-duty when any part of the daily tour-of-duty is on a Sunday, in accordance with 5 CFR, part 550, Subchapter A.
- H. **Holidays falling on non-workdays:**
 - 1. **For full-time employees whose basic workweek is Monday through Friday:**
 - a. When the holiday falls on a Sunday, the employee is off on Monday.
 - b. When the holiday falls on a Saturday, the employee is off on Friday.
 - c. When the holiday falls on a workday in the employee’s basic workweek, that day is the holiday.
 - 2. **For full-time employees whose basic workweek is other than Monday through Friday:**
 - a. When the holiday falls on a workday in the employee’s basic workweek, that day is the holiday. (This includes Saturday and Sunday legal holidays.)
 - b. When the holiday falls on the employee’s day off, the next regular workday is considered the holiday if:
 - i. The holiday falls on Sunday.
 - ii. The holiday falls on the day designated as the employee’s day off in lieu of Sunday.
 - c. When the holiday falls on the employee’s day off, the preceding regular workday is considered the holiday if the holiday is not a Sunday or a day that has been designated as an in lieu of Sunday.

(NOTE: The employee’s manager may designate any non-workday in the administrative workweek as the employee’s day off in lieu of Sunday, except when Sunday is the employee’s day off; in that case, no other day off in lieu of Sunday can be named. Provisions for hourly employees can differ. Questions on hourly employees should be referred to the Labor Relations staff.

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3. **Part-time employees** are entitled to holiday leave only for those holidays that fall within their prescribed tours of duty and during the actual hours they are scheduled to work.
- I. **Holiday premium pay:** An employee who performs non-overtime work on a holiday (or a day designated as the “in lieu of” holiday) is entitled to basic pay plus premium pay equal to his/her rate of basic pay for that holiday work. Holiday premium pay is limited to the number of hours normally scheduled to be worked on that day. Additional ordered or authorized work on that day is compensable as overtime.
- J. **Absence from work:** Time off during an employee’s basic work requirement must be charged to the appropriate leave category unless he or she is granted compensatory time off or an excused absence. The amount charged for an entire day off will vary from 8 to 10 hours, depending on the assigned tour-of-duty. Employees on a 4/10 work schedule will receive 10 hours of holiday pay, as well as 10 hours of holiday premium pay of the employee worked on that holiday. Ten hours of leave or other time off will be charged if the employee takes a while day off on a 4/10 work schedule.
- K. **Training, travel, court leave, etc.:** Employees shall be assigned to an 8-hour per day tour (5/8s), or some other tour-of-duty, as appropriate, when they are engaged in authorized activities that takes them away from their regular work. Decisions on whether to change an employee’s daily or weekly tour in such a case will take into consideration the impact on the employee, the potential for increases/decreases in overtime expense, and work load needs.

6. Authorities & References

- A. BPA HR Directive 410-06: Employee Leave, Work Schedules, and Telework
- B. 5 U.S.C., Chapter 55, Subchapter V, Premium Pay
- C. 5 U.S.C., Chapter 61, Hours of Work
- D. 5 CFR, Part 550, Subchapter A – Premium Pay
- E. 5 CFR, Part 610 – Hours of Work

7. Revision History

Version Number	Issue Date	Change/Review
1.0	01/19/2016	Initial publication.
2.0	04/18/2016	Formatting and grammar changes. Updated Authorities & References.

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