

PLEASE BE ADVISED

PL 610-04 Has been moved to:

<http://www.bpa.gov/Careers/Benefits/Labor/Pages/BPA-AFGE-mou.aspx>

This PL and the associated MOU, if any, remains in effect.

BONNEVILLE POWER ADMINISTRATION
HUMAN CAPITAL MANAGEMENT
Portland, Oregon

PERSONNEL LETTER (PL): 610-04

DATE: October 30, 2000

SUBJECT: Compressed Work Schedule for Field Inspectors

**BONNEVILLE POWER ADMINISTRATION
HUMAN RESOURCES
Portland, Oregon**

PERSONNEL LETTER NO. 610-4 (Rev.)

DATE: October 30, 2000

SUBJECT: COMPRESSED WORK SCHEDULE FOR FIELD INSPECTORS

I. PURPOSE:

This Personnel Letter sets forth procedures for implementation of a compressed work schedule for the Field Inspection of Construction Services.

II. PURPOSE OF REVISION:

To correct and update references and format.

III. REFERENCE:

- A. C.F.R. Part 550, Subchapter A - Premium Pay
- B. C.F.R. Part 610 - Hours of Work

IV. SCOPE:

This Personnel Letter applies only to full-time employees in the 809 series, Field Inspection of Construction Services.

V. GENERAL PROVISION:

- A. This plan supplements provisions of the collective bargaining agreement between BPA and the American Federation of Government Employees (AFGE) Local 929, and shall be consistent with any revisions made to such labor agreement, and applicable laws and regulations.
- B. Employees will work a 5/8 work schedule and management will have the flexibility to change the work schedule from 5/8 to 4/10 and 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 notice in advance either orally or in writing. This flexibility in scheduling will allow for work schedules to be consistent with work performed by contract construction crews.
- C. The basic work requirement is 80 hours every pay period regardless of the work schedule.
- D. Employees may move between the compressed work schedule (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.

- E. Employees will have a 30-minute unpaid lunch break between the hours of 11:00AM to 1:00PM, as determined by management on a daily basis.

VI. PLAN CHARACTERISTICS:

- 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.
- C. **Tour of Duty:** Will vary from 8-hour to 10-hour work days, depending on the schedule assigned. Start time may vary between 6:00AM to 8:30AM, and the ending time shall not exceed 6:00PM.
- D. **Overtime Work:** Overtime hours are all hours an employee is ordered to work in excess of his /her scheduled tour of duty, or on a non-work day.
- E. **Compensatory Time Off:** Compensatory time off is time off in lieu of pay for irregular or occasional overtime work.
- F. **Holidays Falling on Non-workdays:** Refer to Personnel Letter 610-5.
- G. **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 or 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.
- H. **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 hours 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 if the employee worked on that holiday. Ten hours of leave or other time off will be charged if the employee takes a whole day off on a 4/10 work schedule.

- I. **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 take 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.

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