

**STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789**

AGOH-HRO-Z

14 April 2017

MEMORANDUM FOR See Distribution

SUBJECT: Ohio National Guard AGR and Technician Work Schedule Policy, HRO Policy Number (17-002)

1. References:

- a. DoDI 1400.25, Vol 610.
- b. OPM Handbook on Alternate Work Schedules.

2. This policy governs the work schedules for AGRs and both dual-status and non-dual status technicians (hereafter referred to in this policy as technicians) who work for the Ohio National Guard. Management of the Ohio National Guard has unfettered discretion in the establishment of work schedules to meet mission needs first and promote the quality of life for the work force. Nothing in this policy supersedes Army Regulations or Air Force Instructions in regard to leave and work requirements and/or procedures for AGRs or other Ohio National Guard members performing other forms of FTNGD. An Active Duty Member must adhere to AR 600-8-10 and/or AFI 36-3003, respectively.

3. The standard work schedule, for the Ohio National Guard is 5 days per week, 8 hours per day (5-8 schedule) Monday through Friday. Standard daily work schedules are from 0730 to 1630 hours with a non-paid 1 hour lunch period from 1130 to 1230 hours. All AGRs and technicians will work the standard work schedule unless otherwise approved by local supervision in accordance with this policy. The standard work schedule can be modified for limited periods of time by local management in order to meet mission requirements (i.e. night flying, periods of high OPTEMPO and/or deployment support, etc.).

4. In addition to the standard work schedule, the Ohio National Guard is authorized to use Alternate Work Schedules (AWS) consisting of both Compressed Work Schedules (CWS) and Flexible Work Schedules (FWS) in accordance with this policy for both AGRs and technicians. Implementation of any AWS program within the Ohio National Guard is optional at the local work area management's discretion and should only be undertaken after careful advance planning and consideration of whether implementation will have an adverse impact on mission accomplishment. Local work area management may exclude certain AGRs and technicians or organizational units from participating in an AWS program. Local work area management may direct AGRs or technicians to participate in an AWS.

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5. The CWS are schedules which permit technicians and AGRs to work an 80 hour pay period in less than 10 work days. Compressed work schedules are fixed schedules with arrival and departure times specified by the local supervision. The only CWS authorized for use by the Ohio National Guard are as follows:

a. **Four-day work week (4-10 schedule):** Under this schedule the technician or AGR works a 4 day per week, 10 hour per day schedule for a total of 80 hours worked in the pay period. The technician or AGR has one regular day off (RDO) per week.

b. **The 5-4-9 work schedule:** Under this schedule, the technician or AGR works eight 9-hour days, one 8-hour day and has one RDO during each biweekly pay period, for a total of 80 hours worked each pay period.

6. Local work area management will establish which days of the week will be used as RDOs. Any day within the workweek may be designated as an RDO and is subject to management's approval. All technicians or AGRs within a work area may or may not have the same RDOs each work week. In approving compressed work schedules, supervisors must carefully consider the impact of selected RDOs on mission requirements. The impact of RDOs is significant, especially during holiday weekends and peak leave periods. Technicians or AGRs may be required to change an RDO when required by the mission and/or to maintain work area coverage. Changes to the RDO for these reasons may be directed by supervisors as circumstances warrant.

7. A FWS is a schedule that permits technicians and AGRs, within certain constraints, to select the starting and ending times of their basic workday. Under such a system, the workday is split into core hours and flexible time bands.

a. **Core hours** is that portion of the day during which all technicians and AGRs must be present for work (or account for absences through the use of leave). The core hours for the Ohio National Guard is designated as 0900 to 1500. Core hours can be modified by local management in order to meet mission requirements (i.e. night flying, periods of high OPTEMPO and/or deployment support, etc.).

b. **Flexible time bands** is that time band at the start of the workday and end of the workday in which technicians or AGRs may choose the times of arrival and departure (subject to management's approval). The flexible time bands for the Ohio National Guard are from 0600 to 0900 for arrival times and from 1500 to 1800 for departure times. Flexible time bands can be modified by local management in order to meet mission requirements (i.e. night flying, periods of high OPTEMPO and/or deployment support, etc.).

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8. Although many forms of FWS are available for federal employees, only Flexi-Tour schedules are authorized for use by Ohio National Guard technicians and AGRs. **Flexi-tour** is a fixed schedule requiring technicians and AGRs to work 8, 9 or 10 hours per day (on 5-8, 5-4-9 or 4-10 work schedules respectively) and 80 hours in a biweekly pay period. In a Flexi-Tour schedule, the supervisor ensures core hours are covered by the technician or AGR each work day. However, the technician or AGR may have arrival and departure times which are different from the established work area schedule. The technician's or AGR's arrival and departure times are fixed and must be within flexible time bands specified in this policy.

9. **Lunch Period.** All technicians and AGRs are required to schedule a non-paid lunch period of 30 minutes, 45 minutes or 60 minutes, subject to management's approval. The time allotted for the lunch period does not count as hours of work. Technicians or AGRs are not authorized to work through lunch in order to arrive late or leave early.

10. **Leave.** Current leave and compensatory time policies will be continued. Technicians on scheduled leave will be charged an amount of leave equal to the number of hours scheduled to work. All AGR personnel will be charged with leave under Army or Air Force regulations.

11. **Holidays.** Technicians on a CWS will be credited the number of hours the technician was scheduled to work (8, 9, or 10 hours) on workdays designated as a holiday. When a Federal holiday occurs on a CWS technician's RDO, the following rules apply:

(1) If the holiday falls on Sunday, the first regularly scheduled workday following the Sunday-holiday is the technician's in lieu of holiday.

(2) If the holiday is not a Sunday, the last regularly scheduled workday preceding the holiday is the technician's in lieu of holiday.

(3) Supervisors have the authority to designate a different day for a technician's in lieu of holiday to ensure work area coverage and mission requirements are met. **Such a day must be within the same pay period as the holiday.**

12. **Night Pay.**

a. **General Schedule Technicians.** The agency will pay night differential pay to technicians for those hours that must be worked between 1800 and 0600 as part of a technician's *regularly scheduled basic tour of duty*. If the technician's normal established work schedule is between 0600 and 1800, then any time worked between 1800 and 0600 will be paid as compensatory time.

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b. **Federal Wage System Technicians.** The agency will pay night differential pay for work performed when the majority of the technician's **regularly scheduled basic tour of duty** falls between 1500 and 0800. Majority of hours means a number of whole hours greater than one-half (including meal breaks) of the technician's scheduled duty day, e.g., 5 hours of a scheduled 8 hour shift.

13. **Sunday Premium Pay.** The agency will pay Sunday Premium Pay for work during a technician's **regularly scheduled basic tour of duty** (not to exceed 8 hours) that begins or ends on a Sunday. Notwithstanding the normal 8-hour limit, for an employee on a compressed work schedule, all hours in the employee's regularly scheduled daily tour of duty beginning or ending on a Sunday constitutes Sunday work. If a technician's normal tour of duty does not include Sundays, then any work performed on a Sunday will be paid as compensatory time.

14. **Work Schedule Administration.** Work area supervisors and/or installation management shall establish work schedules for their respective work areas to best meet mission needs while contributing to the quality of life of agency technicians and AGRs. These work schedules shall comply with the policy, be consistent with core hours, flexible time bands, RDOs and workweek requirements for their respective work areas. All proposed work area/installation work schedules will be endorsed through the chain of command and will be submitted to the Army Chief of Staff, the Air Director of Staff or the Chief of the Joint Staff respectively for approval. Once approved, a copy will be provided to the Human Resource Office, Labor Relation Specialist. Upon approval, all work area schedules are equally applicable to all full-time personnel assigned to the work area.

a. Local work area management may establish work schedules for individual technicians or AGRs that conform to this policy but are different than the work schedule established for the work area/installation. This will be done to meet mission needs first and to provide for quality of life for the technician or AGR. Individual technician or AGR work schedules are to be approved at the local management level only.

b. No adjustments will be made to parking rules, cafeteria hours, security hours, environmental control schedules, etc., to accommodate AWS. Persons working early or late may find uncomfortable temperature levels at times.

c. Management reserves the right to restrict a technician or AGR to the standard work schedule or specific AWS when a technician's or AGR's performance requires remedial action (such as closer supervision); when the technician or AGR occupies a "one of a kind" position; or for any other reason where it would be in the best interest of the government to restrict a technician's or AGRs work schedule.

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d. Technicians or AGRs who move to a new work unit will not be authorized to transfer their existing work schedule. The new supervisor will make reasonable effort to accommodate a request for a specific schedule within the constraints imposed by mission needs.

e. Opportunities to participate in an AWS or select a different schedule may be offered at the discretion of management.

f. Supervisors are authorized to terminate or require modifications to the work schedule of any technician or AGR to ensure that mission and work area coverage requirements are met.

g. A technician or AGR will be given one full pay period advance notice when a decision is made to terminate or modify an existing work schedule. Supervisors may direct temporary changes to a technician's or AGR's approved work schedule anytime to ensure mission and work area requirements are met.

h. The AWS do not require a supervisor to extend his/her working day beyond normal working hours. In cases where the presence of a supervisor is required, coordination between supervisory and non-supervisory personnel will take place in order to establish a mutually satisfactory schedule.

i. Compensatory time are hours which are officially ordered and approved hours of work in excess of the **technician's** established work schedule. Technicians do not earn compensatory time for working the hours specified in an AWS. The AGRs never earn compensatory time.

15. The terms established within this policy will meet most mission and personal needs to the agency and agency members. However, at times circumstances may warrant additional flexibility to either meet mission requirements or accommodate the personal needs of agency members. In those situations, supervisors shall contact the Human Resources Office (HRO) and discuss other options that can be developed to accommodate the agency or the agency's employees. HRO may be able to offer additional flexible options that can be exercised to meet the needs of the mission or the agency members more effectively than the constraints imposed by this policy. These other schedule options are for use only during extenuating circumstances and/or for limited periods of time. These schedule options will be endorsed through the chain of command and will be submitted to the Army Chief of Staff, the Air Director of Staff or the Chief of the Joint Staff respectively for approval. Once approved, a copy will be provided to the Human Resource Office, Labor Relation Specialist.

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16. This policy is effective immediately. Current work schedules must be brought into compliance with the provisions of this policy. The Human Resources Office will provide guidance and assistance in implementing the provisions of this policy and upon request, will provide training to managers, supervisors, technicians and AGRs.

17. The POC for this policy is CPT Daryl Scott, Technician Branch Manager, 614-336-7121 or DSN 346-7121.

FOR THE ADJUTANT GENERAL:



WILLIAM K. GIEZIE, Col, OHANG
Director of Human Resources

DISTRIBUTION:
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