



UNITED STATES MARINE CORPS
HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR
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StaO 12610.1

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STATION ORDER 12610.1

From: Commanding Officer
To: Distribution List

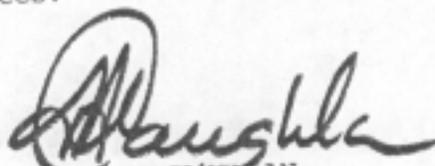
Subj: HOURS OF DUTY

Ref: (a) 5 CFR PART 610
(b) 5 CFR PART 620

Encl: (1) Weekly and Daily Scheduling of Work
(2) Holidays

1. Purpose. To publish policies and procedures regarding the establishment of workweeks and work schedules, and to provide information regarding the observance of holidays as per references (a) and (b). Enclosures (1) and (2) provide guidance on the procedures and responsibilities for scheduling work and determining holidays.

2. Coverage. This Order applies to all General Schedule and Federal Wage Service employees.


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Distribution: MCAS: A

WEEKLY AND DAILY SCHEDULING OF WORK

1. Authority and Responsibility. Department heads will establish and change tours of duty of civilian employees and designate the place or places where work or duty will be performed. The Commanding Officer is the coordinating authority on shift lengths. Any change in the length of lunch periods must have the prior approval of the Commanding Officer. Changes in workdays or shift hours will be reported to the Finance Office, Civilian Customer Service Representative via a Shift Change Authorization 5 days prior to the change. The exercise of this responsibility will be subject to the requirements of applicable laws and regulations.

2. General Provisions. The following principles will be observed in establishing tours of duty, except in situations where the Commanding Officer determines that the activity would be seriously handicapped in carrying out its mission, or where costs would be substantially increased.

a. Stable work schedules will be maintained as much as practicable.

b. Employees will be given advance notice of change in their tours of duty in order that they may make such plans for the use of their non-work time.

c. The concurrence of a holiday will not affect the designation of the basic workweek.

d. Overtime work, whether scheduled or unscheduled, will be minimized. The use of overtime will be restricted to cases of absolute necessity or where overall economy can be clearly demonstrated.

e. Employees, the American Federation of Government Employees (AFGE) and (firefighters) will be given an opportunity to present their views and recommendations for consideration when a change in tours of duty is contemplated.

f. Breaks in working hours of more than 1 hour will not be scheduled in any basic workday. (However, variations in the schedule may be effected for educational purposes.)

ENCLOSURE (1)

3. Establishment of Workweeks

a. Administrative Workweek. The regularly scheduled administrative workweek will be the calendar week of Sunday through Saturday. The hours, however, may be varied to avoid carrying fractional workdays from 1 week to the next.

b. Basic Workweek. The basic workweek will be fixed at 40 hours and will not be scheduled over more than 6 of the 7 days of the administrative workweek. When feasible, the basic 40-hour workweek will be scheduled on 5 days, Monday through Friday, and the 2 days off will be consecutive. Days of 7 1/2 or 8 1/2 hours will not be scheduled. Except in unusual circumstances, the working hours in each day will be the same.

c. Standby Duty

(1) When an employee has a tour of duty which includes a period during which the employee remains at or within the confines of the station in a standby status rather than performing actual work, the employee's scheduled basic workweek is the total number of regularly scheduled hours per week, including time in a standby status except that allowed for sleep and meals. Standby periods consist of periods in which an employee is officially ordered to remain at or within the confines of the station, not performing actual work, but being held in readiness to perform actual work when the need arises or when called.

(2) Actual Work and Standing By. Actual work is performed when attention is devoted to doing certain tasks, even though the nature of the task does not require constant attention or constant activity. Standby duty is performed when there is waiting within a relatively confined area to perform actual work. For example, a fire fighter on duty in the fire station is standing by during the period when not performing actual work. A fire fighter is performing actual work when standing roll call, inspecting and maintaining fire apparatus and fire suppression devices located throughout the activity, inspecting buildings and areas, giving and receiving training in fire suppression and fire prevention, being present at meetings and gatherings, being present at "hot work" and other types of operations and where the danger of fire is present, preparing and maintaining reports and records, standing watches,

being on the alert during drills and emergencies and at other times, suppressing fires and conducting operations connected therewith, being present with fire suppression apparatus during flight operations, housekeeping, preparing for and standing inspections, supervising the work of others and performing various duties assigned by proper authority.

(3) Eating and Sleeping Time. Eight hours of 24 continuous hours on the job will be set aside for sleeping and eating. The sleeping and eating time of 8 hours are not hours of employment unless actual work is performed.

4. Establishment of Work Schedule

a. General. Workweek schedules will be prepared for each work center, shop or organizational entity and will show the workdays and shift hours that comprise the 40-hour basic workweek, the workdays, and clock hours of any overtime work, scheduled lunch periods and non-workdays.

b. Variation in Work Schedules for Education Purposes. A special tour of duty of not less than 40 hours may be authorized to permit an employee to take one or more courses at a college, university or other educational institution. The Training Director, Human Resources Office, should be consulted to determine whether or not a special tour of duty is permissible under applicable laws and regulations.

c. Variations in Work Schedules for Service-Type Functions. Where services must be provided around the clock or on 7 days of the week, work schedules will be fixed according to the need for the services. When Saturday or Sunday are scheduled as basic workdays, the non-workdays corresponding to them, when practical, will be consecutive.

d. Lunch Period. Normally, during each 8-hour shift, employees will be allowed a specific period of time off to eat lunch. A lunch period is a non-work time for which neither basic nor overtime compensation is payable. When a lunch period is established, the length of the shift or workday will be extended by the length of the non-work period. When no lunch period is scheduled, for example, when the job requires the constant attention or availability of the employee, the schedule shall so indicate. A scheduled lunch period is free from all duty obligations except for emergency situations.

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5. Alternative Work Schedule (AWS)

a. General. The 5-4/9 plan has been approved for employees at the discretion of department heads. Department heads have the authority to place some, all or none of their employees on this schedule and may remove them from the schedule at any time if there are negative results. Although employees' desires should be considered, efficient accomplishment of the mission is of paramount importance. The placing of employees on AWS or the removing of them from AWS should be accomplished by forwarding a Shift Change Authorization to the Finance Office, Civilian Customer Service Representative at least 5 days prior to the change with a copy to the Employee Relations Specialist, Human Resources Office.

b. How the 5-4/9 Plan is Scheduled. Under the 5-4/9 Plan, employees work 36 hours in 1 week and 44 hours in the other week of every 2 week period. In 1 week the employee will work 4 nine hour days and 1 eight hour day. In the other week, the employee will work 4 nine hour days and have 1 day off. The day off (non-workday) will be scheduled in conjunction with the employee's normal 2 days off. For example, if an employee's basic workweek is Monday through Friday with weekends off, the employee's non-workday will be scheduled for either Monday or Friday, at the supervisor's discretion. Employees should not have their non-workdays scheduled on a day other than Friday or Monday unless they specifically request another day.

c. Holidays. If a holiday occurs on an employee's regularly scheduled 9 hour day, then the employee is entitled to pay for 9 hours. If a holiday falls on a Friday which is a non-workday for an employee, then that employee will observe Thursday as the in-lieu-of holiday and Friday as the non-workday. Similarly, if a holiday falls on a Monday which is an employee's non-workday, then the employee will observe Friday as the in-lieu-of holiday and Monday as the non-workday.

d. Conflicts of Schedule. If an employee is required for duty, scheduled to attend training or TAD on a non-workday, then the supervisor may change the employee's work schedule for the pay period in which that requirement falls. The employee may not revert to a 5 day week, 8 hours per day, for that 2 week pay period. Supervisors should effect this change by reporting it to

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the Finance Office, Civilian Customer Service Representative, 5 days prior to the change. Employees must also be notified at this time.

e. Leave. Leave will be charged according to the number of hours an employee is scheduled to work on the day leave is taken. If an employee takes leave on a day which the employee is scheduled to work 9 hours, then 9 hours will be charged to the appropriate leave category. If an employee takes leave on an 8 hour day, the 8 hours will be charged to the appropriate leave category.

6. Changing Work Schedules

a. General. The days and shift hours of an employee's basic workweek shall not be changed without notice to the employee at least 3 calendar days before the first administrative workweek affected by the change, except as provided by 6c below. An employees basic workweek shall not be changed for a period of less than 3 consecutive weeks, except as provided in 6b and 6c below or when the employee is on an AWS. An employee's shift hours may not be changed for the purpose of providing a replacement for an unexpectedly absent employee.

b. Changing Days Within the Basic Workweek Under Special Circumstances

(1) Employees performing service-type functions requiring rotation may have their days of work within the basic workweek changed if they are notified of the new basic workweek at least 3 calendar days before the administrative workweek affected by the change. Each employee assigned to a rotation schedule shall be notified that the basic workweek will be changed from time to time as provided by the schedule, and that when so changed, only those hours outside of the basic workweek will be compensable on an overtime basis.

(2) When a change in an employee's basic workweek is necessary to permit drill or otherwise participate in military reserve training activities, department heads may, upon the employee's written request, change the days of work within the basic workweek of the employee's services can be used on another day. The employee will be notified as soon as possible of any changes made under this provision.

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c. Changing Shift Hours Under Special Circumstances.

Department heads may change employee's shift hours for periods of less than 3 weeks duration to enable participation in grievance appeal, disciplinary and other official hearings, investigations, training, periodic physical examinations, requalification tests and driver tests required in connection with performance of their duties. Employees will be given as much advance notice as possible. The purpose of this provision is to ensure that employees who are required to attend such functions may do so in a pay status.

d. Department heads may, upon written request of the employees involved, authorize employees to exchange shift hours with one another. Such exchange will be permitted only when it is mutually agreeable to both the employees and management. Such exchange will not be permitted if it would result in either employees working more than the scheduled duty hours or create a situation involving overtime compensation.

e. Shift hours may be changed without 3 day advance notice and for periods of less than 3 weeks to permit employees who have varied work schedules for educational purposes to revert to the activity's regular hours during vacation periods and on non-school days.

HOLIDAYS

1. Identification of Holidays. The following are legal public holidays:

New Years Day	1 January
Dr. Martin Luther King Jr.'s Birthday	Third Monday in January
Presidents' 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
Veterans Day	11 November
Thanksgiving Day	Fourth Thursday in November
Christmas Day	25 December

2. Determining Holidays

a. General. When a holiday falls on a workday in an employee's basic workweek, that workday is the holiday. When both Sunday and the following Monday are workdays within the basic workweek, and a holiday falls on Sunday, the employee may be scheduled to observe either, but not both, of the days as the holiday.

b. Employees with Monday/Friday Basic 40-Hour Workweek

(1) If a holiday falls on Sunday, Monday will be observed as the holiday.

(2) If a holiday falls on Saturday, the preceding Friday will be observed as the holiday.

ENCLOSURE (2)