

DRMS-I 1422.1

DRMS-OH

17 Oct 96

PROCEDURES FOR FLEXIBLE WORKING HOURS (FLEXITIME)

A. REFERENCE. DRMS/DLSC-R 1422.1, Procedures for Flexible Working Hours (Flexitime), February 1, 1983 (hereby cancelled).

B. PURPOSE. Supersedes reference. This instruction assigns responsibilities and prescribes procedures for the implementation of flexitime.

C. APPLICABILITY AND SCOPE. This instruction is applicable to employees of the Defense Reutilization and Marketing Service Headquarters (HQ DRMS) and Defense Logistics Services Center (DLSC).

D. DEFINITIONS

1. Flexitime. A system of work scheduling which splits the workday into two distinct kinds of time -- core time and flexible time.

2. Basic tour of duty. The basic tour of duty is 0745 - 1630, Monday through Friday, with a 45 minute lunch period that shall be taken between 1100 and 1300.

3. Core time. The hours of the duty day during which all employees are expected to be present for work.

4. Flexible time band. That portion of the workday during which the employee has the option to select and/or vary starting and quitting times in accordance with the procedures established in this instruction.

5. Lunch period. A period of time near the middle of the workday during which the employee is entirely free of the duties of his/her position and is not on duty time for which compensation is paid.

6. Core time deviation. An absence authorized by the supervisor during the core time which is not charged to leave. The employee must make up the time on the same workday by working additional flexitime hours within the flexitime day.

7. Abuse. Improper use of this agreement by not fulfilling agreed upon obligations.

E. PROCEDURES

1. Flexitime will be used to the maximum extent possible. Operational requirements may preclude flexitime or require modification. Flexitime is appropriate and subject to the constraints of national policy.

2. An employee who abuses flexitime is subject to removal from flexitime by written notice.

3. Instances in which an employee has no control over his/her work schedule; e.g., training courses, attendance at special meetings, or other essential mission requirements, take precedence over flexitime.

4. Employees on flexitime are expected to call in for emergency leave by 0900. Split shifts of more than 1 hour, including the lunch breaks, may not be

scheduled in a basic workday. Nonscheduled exceptions may be made on a case-by-case basis by the supervisor.

5. A minimal level of coverage is required at each organizational level, as appropriate. It is required for each directorate/office that either the director, deputy director, or designated division chief will be on duty at all times during the basic tour of duty. The exact level of employee coverage will be determined by the supervisors; employees should agree among themselves as to how this coverage will be maintained. Cases which cannot be resolved in an agreeable manner will be resolved by management and discussed with the union. At least one supervisor will be present for duty for each work area at all times that nonsupervisory employees are present for duty. This may be one for an office/directorate or a division, as determined by the director. In small offices where there is only one supervisor, the position description of one of the senior technicians usually specifies that he/she will function as acting supervisor when the supervisor is absent. This person should be designated as acting supervisor to meet the above requirement when the supervisor is absent.

6. Rest periods will not be prohibited during flexitime or core time.

7. The flexible workday will be:

0700 - 0830 Flexible time Band
0830 - 1530 Core Time (including lunch break)
1530 - 1700 Flexible time band

8. A minimum of 30 minutes and a maximum of 1 hour may be taken for lunch between the hours of 1100 and 1300. In all cases, a minimum of 30 minutes will be taken for lunch during a normal workday. Lunch periods extended 15 minutes to 1 hour must be added to the working day.

9. If requested by the employee, exceptions to the above will be considered and may be approved on an individual case-by-case basis.

10. Following are the procedures to account for time and attendance:

- a. DRMS Forms 1022 or 1022A, or an approved automated system, will be used to records time and attendance for each employee. The DRMS Form 1022 is considered to be an auditable record and will be held for 3 years.
- b. Employees will make the necessary entries on the DRMS Form 1022 in accordance with the instructions on the form. Timely entries should be made.
- c. The timekeeper will ensure that entries on DRMS Form 1022 and in the DBMS system are compatible.
- d. Current use of SF-71, Application for Leave, for documenting annual and sick leave usage, will remain the same.
- e. All entries on the DRMS Form 1022 will be in 5-minute increments. For example, if you arrive at work at 0832, you would sign in at 0835; if you leave work at 1502, you would sign out at 1500. In other words, the employee advances the time entry to the nearest 5-minute increment for arrivals, and reverses the time entry to the nearest 5-minute increment for departures.
- f. A disruption in the continuity of work hours must be satisfied by some form of leave, or a core time deviation. Core time deviation is to be used only at the specific request of the employee; however, the granting of core time deviation is at the discretion of the supervisor. Core time deviation should be approved in advance and justified by unusual circumstances which make the granting of the deviation beneficial for both the organization and the employee. Approval is annotated by the supervisor and the core time deviation must be accounted for in the same day.

11. Following are procedures to be used to deal with abuse of flexitime:

a. When it is suspected that an employee is abusing flexitime, the supervisor shall take immediate action to gather all pertinent facts relating to the abuse. The supervisor shall then counsel the employee on the proper use of flexitime. Removal from flexitime is a serious step and should only occur after the employee has been counseled, is made aware that further abuse could lead to removal from flexitime, and is given an opportunity to improve. Removal from flexitime is not a disciplinary action in itself. However, it does not preclude disciplinary action in appropriate circumstances.

b. Following the counseling in paragraph E11a above, further misuse of flexitime by an employee will lead to the following steps by the supervisor:

(1) First abuse/misuse: counseling of the employee with a notation on the SF-7B card.

(2) Second abuse/misuse within 12 months: removal of the employee from flexitime for up to 90 days. Notification will be given to the employee in writing, giving reasons for the action and the length of the removal.

(3) Third abuse/misuse within 12 months: Removal of the employee from flexitime for an indefinite period. Notification will be given to the employee in writing, giving the reason for the action and all previous misuse/abuse. The employee will be considered for restoration to flexitime no earlier than 120 days following the removal.

F. RESPONSIBILITIES:

1. Heads of Offices/Directorates will:

- a. Ensure that the DBMS timekeeper/alternate receive adequate training.
- b. Ensure that a copy of this instruction is available for employee reference.

2. Supervisors will:

- a. Be responsible for the timeliness and accuracy of timekeeping input into the DBMS system.
- b. Enforce the flexitime procedures and take corrective action when necessary.
- c. Assure that employees who are covered by the Fair Labor Standards Act do not work over 8 hours per day without the necessary authorization.
- d. Furnish a written notification, which includes the reason(s), to all employees excluded from flexitime.
- e. Notify all affected personnel when the supervisor requires the submission of a tentative schedule at least 1 week in advance.
- f. Ensure that they are cognizant of the location of their employees at all times. Employees are not permitted to report for duty and then proceed to the cafeteria for break or breakfast.

3. Employees will:

- a. Ensure that individual DRMS Form 1022, Flexitime Attendance Record, is marked in ink and is maintained daily in accordance with this instruction.
- b. Ensure that supervisors requiring a tentative work schedule at least 1 week in advance are provided this schedule.

G. EFFECTIVE DATE AND IMPLEMENTATION. (Reserved for future use.)

H. INFORMATION REQUIREMENTS. This instruction prescribes the following forms for use:

1. DRMS Form 1022.

2. DRMS Form 1022A.

BY ORDER OF THE COMMANDER:

DOUGLAS W. YOUNG
LCDR, SC, USNR
Executive Officer