

BPA Human Resources Directive 410-06-10

Compressed Work Schedule for Safety and Occupational Health Managers

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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 a Compressed Work Schedule (CWS) for designated Safety and Occupational Health Managers. This CWS will allow for work schedules to be consistent with work performed by construction and other field crews. This CWS also allows efficiencies to be gained because of the amount and length of travel necessary.

2. Policy Owner

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

3. Applicability

This CWS applies only to full-time Safety and Occupational Health Managers who are assigned to cover work performed by construction staff and Spokane regional staff.

4. Policy

- A. This plan supplements provisions of the collective bargaining agreement between the Bonneville Power Administration (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.
- B. The standard workweek shall include four consecutive 10-hour workdays per week, totaling 80 hours every pay period.
- C. Employees will have a 30-minute unpaid lunch break between the hours of 11 a.m. to 1 p.m., as determined by management.

5. Standards & Procedures

- A. **Administrative workweek:** The administrative workweek will be from 0000 hours Sunday to 0000 hours the following Sunday.
- B. **Regularly scheduled administrative workweek:** The workweek will consist of four consecutive 10-hour workdays.
- C. **Tour-of-duty:** Will be 10 hours per day with the start time assigned by management. Start time may vary between 6 a.m. and 7:30 a.m. The ending time shall not exceed 6 p.m.
- D. **Overtime work:** Overtime hours are all hours an employee is ordered to work in excess of either 10 hour per day or 80 hours per pay period.

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- E. **Compensatory time off:** Compensatory time off is time off in lieu of pay for irregular or occasional overtime work.
- F. **Credit hours:** Credit hour cannot be earned by employees working a compressed work schedule.
- G. **Holidays falling on non-workdays:** For a Monday through Thursday CWS, when a holiday falls on Friday or Saturday, Thursday shall be designated as the holiday in lieu. When a holiday falls on Sunday, Monday is designated as the holiday in lieu.

For a Tuesday through Friday CWS, when a holiday falls on a Saturday, Friday shall be designated as the holiday in lieu. When a holiday falls on a Sunday or Monday, Tuesday shall be designated as the holiday in lieu.
- H. **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.
- I. **Absence from work:** Time off during an employee’s basic work requirement must be charged to the appropriate leave category unless he/she is granted compensatory time off or an excused absence. The amount charged for an entire day off will be 10 hours. 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 the entire day on that holiday. Ten hours of leave or other time off will be charged if the employee takes the entire day off on a 4-10 work schedule.
- J. **Training, travel, court leave, etc.:** Employees may be assigned to an 8-hour per day tour (5/8 schedule) when they are engaged in authorized activities that take them away from their regular work. Decisions on whether to change an employee’s 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

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7. Revision History

Version Number	Issue Date	Description of 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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