

Work Schedule Guidance for Civilian Command Center Controllers (12- and 24-Hour Work Shift)

I. General:

The Coast Guard has adopted an approach to command center watchstanding that considers the impact of workload and fatigue against the human performance factor in watchstanding. As such, the Coast Guard has set the standard for the maximum watch length at 12 hours within any 24-hour period. Rigid adherence to the 12-hour period is not necessary in order to meet the spirit of this requirement. The goal is to stand no more than a 12-hour watch with the appropriate steps and time taken to ensure a thorough and professional watch relief.

Although staffing levels throughout the Coast Guard are not yet sufficient to meet a year-round 12-hour watch capability, G-OPR is working to ensure those levels are met. In the interim, there may be circumstances when exceeding the 12-hour watch schedule is necessary. When these circumstances arise, commands should seek approval from their operational commander to exceed the 12-hour watch schedule and upon approval may adopt the approved 24-hour watch using the 16-hour compressed work schedule.

****Note:** Remember the CG Addendum requires the senior controller/opcen supervisor and all qualified controllers to stand a minimum of two watches per month for currency. This can be used to build flexibility into the schedule.

II. Compressed Work Schedules (CWS) Authorized:

Compressed Work Schedules (CWS) are pre-established fixed work schedules, which allow full-time employees to complete a basic 80-hour biweekly work requirement in less than 10 workdays.

These schedules are implemented in accordance with the provisions of Commandant Instruction M5330.(Notal), Compressed Work Schedules for Coast Guard Members dated 19 Jan 94. This guidance provides additional information regarding the use of a 12-hour CWS and a 16-hour CWS during a 24-hour work shift.

General Principles:

- Civilian employees must be scheduled to work 80 hours within a biweekly pay period. This schedule must be given in advance to the employee.
- The work schedule is a fixed schedule which identifies established hours (core hours) when the employee must be present at work or have requested authorized leave.
- If the employees are covered by a bargaining unit, supervisors should check with the servicing Command Staff Advisor to ensure their labor relations responsibilities have been met.

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12-Hour CWS.

- 7 work days must be scheduled to meet an 80-hour biweekly work requirement
- 6, 12-hour work tours
 - A 24-hour shift cannot qualify as two 12-hour work tours.
- 1, 8-hour work tour
- 7 lunch periods of 30 minutes
 - Each scheduled work day (e.g., 12 hours or 8 hours) could include an additional 30-minute uncompensated lunch hour.
- If personnel are prevented from taking a fixed break, then work shifts do not include an uncompensated lunch period on the time cards.

24-Hour Shift With 16-Hour CWS. In situations where the number of qualified watchstanders at a given command center falls below the minimum required to support 12-hour watch lengths, 24-hour shifts with uncompensated sleep time and meal break periods are authorized.

- 5 workdays must be scheduled to meet an 80-hour biweekly work requirement for a 16-hour CWS.
- If scheduling a 24-hour watch, sleep & meal times do not count towards meeting the 80-hour work requirement.
- 8 hours of sleep and meal break time is subtracted from each 24-hour scheduled watch.
- Each employee must be scheduled for at least 5 hours of uninterrupted sleep time.

III. Civilian Controller Pay:

General. Salaries of Federal employees in the "General Schedule" (GS) system are set in terms of annual (per annum) rates. In addition, the following premium pay entitlements are applicable.

Premium Pay Accounts. Funds for overtime pay and other forms of premium pay (e.g., overtime, night pay, holiday premium pay, and Sunday pay) are paid for by two different methods.

1. Overtime funds are controlled and paid for by individual Area & District Commands. Specific funds for overtime are provided to Area/District commands. An annual ALCOAST is published establishing these amounts (e.g., ALCOAST 490/03 for FY 04). As the civilian controller program is fairly new, historical data for actual overtime expenditure is not currently available. Commands are encouraged to closely monitor overtime expenditures and communicate closely with the funds manager, Mr. Felix Edozie (CG-831), regarding local overtime funding levels.
2. All other applicable premium pay (night pay, Sunday, and Holiday premium pay) has been accounted through a Coast Guard Headquarters' central fund instead of locally funded. Funds were provided to support these costs when the billets were established.

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Types of Premium Pay:

◆ **Overtime**

All hours worked in excess of the established CWS are overtime hours (full-time employees). For employees working the 6, 12-hour and 1, 8-hour CWS (80 hours in biweekly pay period) all work beyond the regular work schedule is overtime work.

For the 24-hour shift with a designated sleep period, if an employee is unable to receive at least 5 hours of uninterrupted sleep time, overtime would be provided for the entire sleep period (8 hours) rather than just actual work time. For the employee receiving a 5-hour undisturbed sleep period who works overtime; record the hours worked beyond the scheduled CWS work day as overtime hours.

◆ **Night Pay Differential**

The normal premium pay rules apply for night pay. For GS employees, night work is regularly scheduled work performed by an employee between the hours of 6 pm (1800) and 6 am (0600). Night pay differential is 10 percent of basic pay.

◆ **Holiday Premium Pay**

Holiday premium pay (equal to 100 percent of the rate of basic pay) is paid for hours of work regularly scheduled on the holiday, e.g., 8, 12, or 16 hours depending on the CWS in place.

A basic (nonovertime) tour of duty that includes some, but not all, hours on a holiday is considered a holiday tour. For employees assigned a 12-hour CWS shift, 12 hours is considered the holiday tour. For employees assigned a 16-hour CWS shift, 16 hours is the holiday tour.

When two basic (nonovertime) tours of duty include hours on a holiday, the holiday tour is the tour of duty that first touches the holiday. In other words, an employee only receives holiday premium pay for the first shift worked on a holiday even if scheduled to work another shift on that holiday.

◆ **Sunday Premium Pay**

Sunday premium pay is paid for nonovertime work performed by full-time employees. For an employee on a CWS, Sunday premium pay is paid for the entire nonovertime regularly scheduled tour of duty that begins or ends on Sunday. It may not be paid for periods of nonwork, including leave, holidays, and excused absence. Sunday pay is paid at a rate of 25% of the rate of basic pay for each hour of Sunday work for their regularly scheduled nonovertime tour of duty. When a full-time employee works two tours of duty on a Sunday, they are entitled to Sunday premium pay for both work shifts.

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IV. Specific Watch Related Issues:

Absences.

Time off during the scheduled workweek must be charged to the appropriate leave category. For example, a full-time civilian employee who takes 1 day of annual leave will be charged leave for 12 hours when working a scheduled 12-hour CWS day or 16 hours when working a scheduled 16-hour CWS day.

Compensatory Time Off.

An employee on CWS may request compensatory time off for the performance of irregular or occasional overtime work. Compensatory time (referred to as comp time) is time off with pay in lieu of overtime pay for irregular or occasional overtime work. Irregular or occasional overtime occurs if the overtime is required after the administrative workweek begins. Compensatory time must be earned before being used and has a maximum accumulation of 160 hours.

For 24-hour watches, if an overtime event interrupts a sleep period, compensatory time cannot be offered by the agency nor granted by an employee's request.

Holidays.

All full-time employees are compensated for Federal holidays. An employee is typically given time off from work on the holiday and is entitled to basic pay for the number of work hours scheduled for that day.

If Search and Rescue controllers work on a holiday, they are entitled to *pay for the hours worked on the holiday. Since the employees have been paid for the time worked on holiday, no other work schedule adjustment is required.

In the event the President issues an Executive order granting a "half-day" holiday for employees, that time is normally recognized as the last half of their pre-scheduled CWS work day.

**For additional holiday pay information review Holiday Premium Pay located in Section III. Civilian Controller Pay in this document.*

"In Lieu" of Holiday

For full-time employee **not scheduled for work** on a holiday, the law requires another workday to be designated as the holiday. This alternate day is referred to as an "in lieu of" holiday. The "in-lieu of" holiday is treated as the actual holiday for pay or time off from work in recognition of the holiday. In practice this will result in one of two outcomes: either an employee will receive "paid" time off for a period he/she would have otherwise worked or the member will receive holiday premium pay in addition to regular pay for working on the day so designated. Supervisors of civilian employees shall use the following guidance to properly recognize/identify the "in-lieu of holiday.:

- ◆ If the holiday occurs on a Sunday-the following workday is recognized as the "in lieu of holiday."

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- ◆ If the holiday falls on other days in the workweek, the “in lieu of holiday” is recognized as the preceding workday.

Meal Break

Supervisors have the option of not including a lunch break in the work schedule and time card if work duties will not allow employees to take a fixed break.

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V. Sample Work Schedules and Associated Time Keeping Guidance:

A. 12-Hour CWS With a Lunch Period Time Keeping Issues:

A sample 12-hour CWS time and attendance report sheet with lunch break is provided as enclosure (1) using the sample schedule below. Paper Time & Attendance (T& A) reports should be submitted and faxed to payroll ATTN: Ms. Myrna Boyce at (405) 954-6317. Ms. Boyce's telephone number is (405) 954-6151.

- Mark the code 1 in the AWS Tour Indicator block to designate a CWS.
- In the Assigned Shift Block, use code 9 for non-work days.
- In the Assigned Shift Start time block annotate 0600 if starting time begins at 6:00 am and 1830 as stop time if the work tour ends at 6:30 pm or 1430 if the work tour ends at 2:30 pm. When a half hour lunch break is given supervisors must schedule employees to work 12 ½ hours or 8 ½ hours per work tour.
- In the Meal Start block annotate 1200 to indicate the beginning of the meal period if it starts at 12:00 pm. In the Meal Stop block annotate 1230 to indicate the end of the meal period at 12:30 pm.
- Overtime: Each overtime occurrence must be recorded on the time cards in the time outside of shift column.
- Annotate start and stop overtime hours in the time outside of shift column.

Sample 12-Hour CWS With Lunch Periods

Biweekly Pay Period

SUNDAY	MONDAY	TUESDAY	WED	THURS	FRIDAY	SATURDAY
OFF	0600-1830 12 Hrs & 30 min lunch	0600-1830 12 Hrs & 30 min lunch	OFF	OFF	0600-1830 12 Hrs & 30 min lunch	0600-1830 12 Hrs & 30 min lunch
0600-1830 12 Hrs & 30 min lunch	OFF	OFF	0600-1830 12 Hrs & 30 min lunch	0600-1430 8 Hrs & 30 min lunch**	OFF	OFF

**Alternate personnel in need of currency watch (Opcon Sup, reserve, etc) completes watch

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B. 12-Hour CWS Without a Lunch Period Time Keeping Issues:

A sample 12-hour CWS time and attendance report sheet without lunch break is provided as enclosure (2) using the sample schedule below. Paper Time & Attendance (T& A) reports should be submitted and faxed to payroll ATTN: Ms. Myrna Boyce at (405) 954-6317. Ms. Boyce’s telephone number is (405) 954-6151.

- Mark the code 1 in the AWS Tour Indicator block to designate a CWS.
- In the Assigned Shift Block, use code 9 for non-work days.
- In the Assigned Shift Start time block annotate 0600 if starting time begins at 6:00 AM and 1800 as stop time if the work tour ends at 6:00 pm or 1400 if the work tour ends at 2:00 pm.
- Overtime: Each overtime occurrence must be recorded on the time cards in the time outside of shift column.
- Annotate start and stop overtime hours in the time outside of shift column.

Sample 12-Hour CWS Without Lunch

Biweekly Pay Period

SUNDAY	MONDAY	TUESDAY	WED	THURS	FRIDAY	SATURDAY
OFF	0600-1800 12 Hrs	0600-1800 12 Hrs	OFF	OFF	0600-1800 12 Hrs	0600-1800 12 Hrs
0600-1800 12 Hrs	OFF	OFF	0600-1800 12 Hrs	0600-1400 8 Hrs**	OFF	OFF

**Alternate personnel in need of currency watch (Opcen Sup, reserve, etc) completes watch

**Work Schedule Guidance for Civilian Command Center Controllers
(12- and 24-Hour Work Shift)**

A. 16-Hour CWS (Including Lunch) with 24-Hour Shifts Time Keeping Issues:

A sample time and attendance report sheet is provided as enclosure (3) using the sample schedule below. Paper Time & Attendance (T& A) reports should be submitted and faxed to payroll ATTN: Ms. Myrna Boyce at (405) 954-6317. Ms. Boyce's telephone number is (405) 954-6151.

- Mark the code 1 in the AWS Tour Indicator block to designate a CWS.
- In the Assigned Shift Block, use code 9 for non-work days.
- In the Assigned Shift Start time block annotate 0600 if starting time begins at 6:00 am and 2230 as stop time if the work tour ends at 10:30 pm. If personnel are allowed a ½ hour lunch break (non-work time), schedule employees to work 16 1/2 hours per work tour. The remaining 7 ½ hours is scheduled as sleep time. Sleep time is **NOT** recorded on the time card.
- If the employee's sleep time is interrupted by work, each instance of time worked is annotated on the time cards in the Time Outside of Shift section with the appropriate start and end times recorded.
- In the Meal Start block annotate 1330 to indicate the beginning of the meal period if it starts at 1:30 pm. In the Meal Stop block annotate 1400 to indicate the end of the meal period at 2:00 pm.

Sample 24-Hour Schedule for 5 Shifts Including Lunch using a 16-Hour CWS Schedule

SUNDAY	MONDAY	TUESDAY	WED	THURSDAY	FRIDAY	SATURDAY
OFF	0600-2230 16 Reg Hrs 1 meal break (1330-1400) 2230*0559 (Tu) 7 1/2 Hrs Sleep Time	OFF	OFF	0600-2230 16 Reg Hrs 1 meal break (1330-1400) 2230*0559 (Fri) 7 1/2 Hrs Sleep Time	OFF	OFF
0600-2230 16 Reg Hrs meal break (1330-1400) 2230*0559 (Mon) 7 1/2 Hrs Sleep Time	OFF	OFF	0600-2230 16 Reg Hrs 1 meal break (1330-1400) 2230*0559 (Thurs) 7 1/2 Hrs Sleep Time	OFF	OFF	0600-2230 16 Reg Hrs 1 meal break (1330-1400) 2230*0559 (Sun) 7 1/2 Hrs Sleep Time

*Shift will cross calendar days and end at 5:59 in the morning.

**Work Schedule Guidance for Civilian Command Center Controllers
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B. 16-Hour CWS (Excluding Lunch) with 24-Hour Shifts Time Keeping Issues:

A sample time and attendance report sheet is provided as enclosure (4) using the sample schedule below. Paper Time & Attendance (T& A) reports should be submitted and faxed to payroll ATTN: Ms. Myrna Boyce at (405) 954-6317. Ms. Boyce's telephone number is (405) 954-6151.

- Mark the code 1 in the AWS Tour Indicator block to designate a CWS.
- In the Assigned Shift Block, use code 9 for non-work days.
- In the Assigned Shift Start time block annotate 0600 if starting time begins at 6:00 am and 2200 as stop time if the work tour ends at 10:00 pm. If personnel are not allowed a fixed break, schedule employees to work 16 hours per work tour. The remaining 8 hours is scheduled as sleep time. Sleep time is **NOT** recorded on the time card.
- If the employee's sleep time is interrupted by work, each instance of time worked is annotated on the time cards in the Time Outside of Shift section with the appropriate start and end times recorded.

**Sample 24-Hour Schedule for 5 Shifts Excluding Lunch Break using a
16-Hour CWS Schedule**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
OFF	0600-2200 16 Reg Hrs 2200*0559 (Tu) 8 Hrs Sleep Time	OFF	OFF	0600-2200 16 Reg Hrs (2230*0559 (Fri) 8 Hrs Sleep Time	OFF	OFF
0600-2200 16 Reg Hrs 2200*0559 (Mon) 8 Hrs Sleep Time	OFF	OFF	0600-2200 16 Reg Hrs 2200*0559 (Thurs) 8 Hrs Sleep Time	OFF	OFF	0600-2200 16 Reg Hrs 2200*0559 (Sun) 8 Hrs Sleep Time

*Shift will cross calendar days and end at 5:59 in the morning.

Enclosure 1 (Sample 12-Hour CWS Including a Lunch Break)
 Generated by: Integrated Personnel & Payroll System (IPPS)
 Data, P.L. 93-579, Privacy Act)

TIME & ATTENDANCE REPORT **Amended:** **Mailout Code:**
 (Contains Privacy)

SSN:		LEAVE BALANCES			PPd:	ADV	AWS	OT	FLSA		FLSA								
PPd NUMBER:		CAT	AL BAL	SL BAL	CL BAL	Crd Hr	SL HRS	TOU R	CD	FLSA	Wk 1	Wk 2	PPn	DEPT	ADM	ORG	BLK		
PPd END DATE:								1											
NAME:					SLOT:					TIMEKEEPER'S SIGN:									
MEAL START: 1200					MEAL STOP: 1230					PHONE NBR:					SUPERVISOR'S SIGN:				
	ASSIGNED SHIFT			TIME OUTSIDE SHIFT			TIME NOT WORKED				OPTIONAL ENTRY								
DAY	CODE	START TIME	STOP TIME	CODE	START TIME	STOP TIME	CODE	START TIME	STOP TIME	INT	TYPE	CODE*	START TIME	STOP TIME	RATE	DAY			
01	9																		
02		0600	1830																
03		0600	1830																
04	9																		
05	9																		
06		0600	1830																
07		0600	1830																
08		0600	1830																
09	9																		
10	9																		
11		0600	1830																
12		0600	1430																
13	9																		
14	9																		

ASSIGNED SHIFT CODES

- 4 - No Assigned Shift (NAS)
- 5 - No Pay Due (NOP)
- 6 - Holiday Not this Pay Period
- 7 - When Act Empl (Tour 000)
- 8 - Irregular Workweek Employee
- 9 - Regular Day Off (RDO)

AWS TOUR CODES

- Blank or Space - (N)ormal Schedule
- 1 - (C)ompressed Schedule
- 2 - (F)lexitour
- 3 - (H)old Credit Hours
- 4 - (R)eset
- 5 - Variable (D)ay
- 6 - (M)axiflex

TIME OUTSIDE SHIFT CODES

- 1 - Compn Time Requested
- 2 - Time is Callback
- 3 - Time is Night Dif (GS)
- 4 - Rate Different Than Normal
- 5 - Entitled to FLSA Traveling
- 6 - Entitled to Title 5 Traveling
- 7 - Time is Suffered & Permitted
- 8 - Unscheduled Overtime (Not on AUO)
- 9 - Credit Hours - Flex Schedule
- 10 - Night Dif Other Than Norm
- 11 - Unscheduled Overtime (On AUO)
- 12 - Time is Callback - Compn Reqst

TIME NOT WORKED CODES

- 01 - Annual Leave
- 02 - Sick Leave
- 03 - Holiday Leave
- 04 - Compn Time
- 05 - Military Leave - Regl
- 06 - Military Leave - Emrg
- 07 - Court Leave
- 08 - Excused Blood
- 09 - Excused Other
- 10 - Excu Chg Station**
- 11 - Home Leave
- 12 - Leave Without Pay
- 13 - Suspension
- 14 - Absent Without Leave
- 15 - Furlough
- 16 - Restored AL
- 17 - Traumatic Injury
- 18 - Meal Brk Outside Shift
- 19 - Meal Brk Other Than Norm
- 20 - Special Tour Break
- 21 - Credit Hrs Leave
- 22 - Time Off Award Lv
- 23 - Family Lv - LWOP
- 24 - Family Lv - AL
- 25 - Family Lv - SL
- 26 - Family Lv - Compn Time
- 27 - Family Lv - Self LWOP
- 28 - Family Lv - Self AL
- 29 - Family Lv - Self SL
- 30 - Family Lv - Self Compn
- 31 - Funeral Lv - (Mil)
- 32 - Family Member -SL
- 33 - Excused Donor Leave

TYPE

- 1 - Environmental Duty
- 2 - Hazard Duty
- 3 - ATRA
- 4 - Travel
- 5 - Miscellaneous

MISC CODES*

- 50 - Not Entitled to Premium Pay
- 51 - Not Observing DST

ATRA CODES*

- 44 - Premium Pay - Loss of Meal Time
- 55 - Tiger Team 5% Op Dif
- 66 - Premium Pay for Training +404 - Regular
- 77 - Premium Pay for OJT Training

TRAVEL TYPE CODES *

- 30 - Travel - AS (Not entitled to Premium for Sunday/Hol)
- 31 - Enroute TDY
- 36 - House Hunting (COS)**
- 41 - At Dest TDY
- 42 - At Dest Training

ENV CODES*

- 1 - Sunday
- 2 - Holiday
- 3 - Overtime
- 5 - Travel

Enclosure 2 (Sample 12-Hour CWS Excluding Lunch Break)
 Generated by: Integrated Personnel & Payroll System (IPPS)
 Data, P.L. 93-579, Privacy Act)

TIME & ATTENDANCE REPORT **Amended:** **Mailout Code:**
 (Contains Privacy)

SSN:		LEAVE BALANCES				PPd:	ADV	AWS	OT	FLSA							
PPd NUMBER:		CAT	AL BAL	SL BAL	CL BAL	Crd Hr	SL HRS	TOU R	CD	FLSA	Wk 1	Wk 2	PPn	DEPT	ADM	ORG	BLK
PPd END DATE:								1									
NAME:						SLOT:			TIMEKEEPER'S SIGN:								
MEAL START:						MEAL STOP:			PHONE NBR:			SUPERVISOR'S SIGN:					
	ASSIGNED SHIFT			TIME OUTSIDE SHIFT			TIME NOT WORKED				OPTIONAL ENTRY						
DAY	CODE	START TIME	STOP TIME	CODE	START TIME	STOP TIME	CODE	START TIME	STOP TIME	INT	TYPE	CODE*	START TIME	STOP TIME	RATE	DAY	
01	9																
02		0600	1800														
03		0600	1800														
04	9																
05	9																
06		0600	1800														
07		0600	1800														
08		0600	1800														
09	9																
10	9																
11		0600	1800														
12		0600	1400														
13	9																
14	9																

ASSIGNED SHIFT CODES

- 4 - No Assigned Shift (NAS)
- 5 - No Pay Due (NOP)
- 6 - Holiday Not this Pay Period
- 7 - When Act Empl (Tour 000)
- 8 - Irregular Workweek Employee
- 9 - Regular Day Off (RDO)

AWS TOUR CODES

- Blank or Space - (N)ormal Schedule
- 1 - (C)ompressed Schedule
- 2 - (F)lexitour
- 3 - (H)old Credit Hours
- 4 - (R)eset
- 5 - Variable (D)ay
- 6 - (M)axiflex

TIME OUTSIDE SHIFT CODES

- 1 - Compn Time Requested
- 2 - Time is Callback
- 3 - Time is Night Dif (GS)
- 4 - Rate Different Than Normal
- 5 - Entitled to FLSA Traveling
- 6 - Entitled to Title 5 Traveling
- 7 - Time is Suffered & Permitted
- 8 - Unscheduled Overtime (Not on AUO)
- 9 - Credit Hours - Flex Schedule
- 10 - Night Dif Other Than Norm
- 11 - Unscheduled Overtime (On AUO)
- 12 - Time is Callback - Compn Reqst

TIME NOT WORKED CODES

- 01 - Annual Leave
- 02 - Sick Leave
- 03 - Holiday Leave
- 04 - Compn Time
- 05 - Military Leave - Regl
- 06 - Military Leave - Emrg
- 07 - Court Leave
- 08 - Excused Blood
- 09 - Excused Other
- 10 - Excu Chg Station**
- 11 - Home Leave
- 12 - Leave Without Pay
- 13 - Suspension
- 14 - Absent Without Leave
- 15 - Furlough
- 16 - Restored AL
- 17 - Traumatic Injury
- 18 - Meal Brk Outside Shift
- 19 - Meal Brk Other Than Norm
- 20 - Special Tour Break
- 21 - Credit Hrs Leave
- 22 - Time Off Award Lv
- 23 - Family Lv - LWOP
- 24 - Family Lv - AL
- 25 - Family Lv - SL
- 26 - Family Lv - Compn Time
- 27 - Family Lv - Self LWOP
- 28 - Family Lv - Self AL
- 29 - Family Lv - Self SL
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- 32 - Family Member -SL
- 33 - Excused Donor Leave

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TRAVEL TYPE CODES *

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ENV CODES*

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- 2 - Holiday
- 3 - Overtime
- 5 - Travel

Enclosure 3 (16-Hr CWS Including Lunch Break with 24-Hr Watches) TIME & ATTENDANCE REPORT Amended: Mailout Code:
 Generated by: Integrated Personnel & Payroll System (IPPS) (Contains Privacy Data, P.L. 93-579, Privacy Act)

SSN:		LEAVE BALANCES				PPd:	ADV	AWS	OT	FLSA								
PPd NUMBER:		CAT	AL BAL	SL BAL	CL BAL	Crd Hr	SL HRS	TOU R	CD	FLSA	Wk 1	Wk 2	PPn	DEPT	ADM	ORG	BLK	
PPd END DATE:								1										
NAME:						SLOT:						TIMEKEEPER'S SIGN:						
MEAL START: 1330			MEAL STOP: 1400			PHONE NBR:			SUPERVISOR'S SIGN:									
	ASSIGNED SHIFT			TIME OUTSIDE SHIFT			TIME NOT WORKED				OPTIONAL ENTRY							
DAY	CODE	START TIME	STOP TIME	CODE	START TIME	STOP TIME	CODE	START TIME	STOP TIME	INT	TYPE	CODE*	START TIME	STOP TIME	RATE	DAY		
01	9																	
02		0600	2230															
03	9																	
04	9																	
05		0600	2230															
06	9																	
07	9																	
08		0600	2230															
09	9																	
10	9																	
11		0600	2230															
12	9																	
13	9																	
14		0600	2230															

ASSIGNED SHIFT CODES

- 4 - No Assigned Shift (NAS)
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- 9 - Regular Day Off (RDO)

AWS TOUR CODES

- Blank or Space - (N)ormal Schedule
- 1- (C)ompressed Schedule
- 2- (F)lexitour
- 3 - (H)old Credit Hours
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- 5 - Variable (D)ay
- 6 - (M)axiflex

TIME OUTSIDE SHIFT CODES

- 1 - Compn Time Requested
- 2 - Time is Callback
- 3 - Time is Night Dif (GS)
- 4 - Rate Different Than Normal
- 5 - Entitled to FLSA Traveling
- 6 - Entitled to Title 5 Traveling
- 7 - Time is Suffered & Permitted
- 8 - Unscheduled Overtime (Not on AUO)
- 9 - Credit Hours - Flex Schedule
- 10 - Night Dif Other Than Norm
- 11 - Unscheduled Overtime (On AUO)
- 12 - Time is Callback - Compn Reqst

TIME NOT WORKED CODES

- 01 - Annual Leave
- 02 - Sick Leave
- 03 - Holiday Leave
- 04 - Compn Time
- 05 - Military Leave - Regl
- 06 - Military Leave - Emrg
- 07 - Court Leave
- 08 - Excused Blood
- 09 - Excused Other
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- 11 - Home Leave
- 12 - Leave Without Pay
- 13 - Suspension
- 14 - Absent Without Leave
- 15 - Furlough
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- 21 - Credit Hrs Leave
- 22 - Time Off Award Lv
- 23 - Family Lv - LWOP
- 24 - Family Lv - AL
- 25 - Family Lv - SL
- 26 - Family Lv - Compn Time
- 27 - Family Lv - Self LWOP
- 28 - Family Lv - Self AL
- 29 - Family Lv - Self SL
- 30 - Family Lv - Self Compn
- 31 - Funeral Lv - (Mil)
- 32 - Family Member -SL
- 33 - Excused Donor Leave

TYPE

- 1 - Environmental Duty
- 2 - Hazard Duty
- 3 - ATRA
- 4 - Travel
- 5 - Miscellaneous

MISC CODES*

- 50 - Not Entitled to Premium Pay
- 51 - Not Observing DST

ATRA CODES*

- 44 - Premium Pay - Loss of Meal Time
- 55 - Tiger Team 5% Op Dif
- 66 - Premium Pay for Training +404 - Regular
- 77 - Premium Pay for OJT Training

TRAVEL TYPE CODES *

- 30 - Travel - AS (Not entitled to Premium for Sunday/Hol)
- 31 - Enroute TDY
- 36 - House Hunting (COS)**
- 41 - At Dest TDY
- 42 - At Dest Training

ENV CODES*

- 1 - Sunday
- 2 - Holiday
- 3 - Overtime
- 5 - Travel

Enclosure 4 (16-Hr CWS Excluding a Lunch Break with 24-Hr Watches) TIME & ATTENDANCE REPORT Amended: Mailout Code:

Generated by: Integrated Personnel & Payroll System (IPPS)

(Contains Privacy Data, P.L. 93-579, Privacy Act)

SSN:		LEAVE BALANCES				PPd:	ADV	AWS	OT	FLSA								
PPd NUMBER:		CAT	AL BAL	SL BAL	CL BAL	Crd Hr	SL HRS	TOU R	CD	FLSA	Wk 1	Wk 2	PPn	DEPT	ADM	ORG	BLK	
PPd END DATE:								1										
NAME:						SLOT:			TIMEKEEPER'S SIGN:									
MEAL START:						MEAL STOP:			PHONE NBR:			SUPERVISOR'S SIGN:						
	ASSIGNED SHIFT			TIME OUTSIDE SHIFT			TIME NOT WORKED				OPTIONAL ENTRY							
DAY	CODE	START TIME	STOP TIME	CODE	START TIME	STOP TIME	CODE	START TIME	STOP TIME	INT	TYPE	CODE*	START TIME	STOP TIME	RATE	DAY		
01	9																	
02		0600	2200															
03	9																	
04	9																	
05		0600	2200															
06	9																	
07	9																	
08		0600	2200															
09	9																	
10	9																	
11		0600	2200															
12	9																	
13	9																	
14		0600	2200															

ASSIGNED SHIFT CODES

- 4 - No Assigned Shift (NAS)
- 5 - No Pay Due (NOP)
- 6 - Holiday Not this Pay Period
- 7 - When Act Empl (Tour 000)
- 8 - Irregular Workweek Employee
- 9 - Regular Day Off (RDO)

AWS TOUR CODES

- Blank or Space - (N)ormal Schedule
- 1 - (C)ompressed Schedule
- 2 - (F)lexitour
- 3 - (H)old Credit Hours
- 4 - (R)eset
- 5 - Variable (D)ay
- 6 - (M)axiflex

TIME OUTSIDE SHIFT CODES

- 1 - Compn Time Requested
- 2 - Time is Callback
- 3 - Time is Night Dif (GS)
- 4 - Rate Different Than Normal
- 5 - Entitled to FLSA Traveling
- 6 - Entitled to Title 5 Traveling
- 7 - Time is Suffered & Permitted
- 8 - Unscheduled Overtime (Not on AUO)
- 9 - Credit Hours - Flex Schedule
- 10 - Night Dif Other Than Norm
- 11 - Unscheduled Overtime (On AUO)
- 12 - Time is Callback - Compn Reqst

TIME NOT WORKED CODES

- 01 - Annual Leave
- 02 - Sick Leave
- 03 - Holiday Leave
- 04 - Compn Time
- 05 - Military Leave - Regl
- 06 - Military Leave - Emrg
- 07 - Court Leave
- 08 - Excused Blood
- 09 - Excused Other
- 10 - Excu Chg Station**
- 11 - Home Leave
- 12 - Leave Without Pay
- 13 - Suspension
- 14 - Absent Without Leave
- 15 - Furlough
- 16 - Restored AL
- 17 - Traumatic Injury
- 18 - Meal Brk Outside Shift
- 19 - Meal Brk Other Than Norm
- 20 - Special Tour Break
- 21 - Credit Hrs Leave
- 22 - Time Off Award Lv
- 23 - Family Lv - LWOP
- 24 - Family Lv - AL
- 25 - Family Lv - SL
- 26 - Family Lv - Compn Time
- 27 - Family Lv - Self LWOP
- 28 - Family Lv - Self AL
- 29 - Family Lv - Self SL
- 30 - Family Lv - Self Compn
- 31 - Funeral Lv - (Mil)
- 32 - Family Member -SL
- 33 - Excused Donor Leave

TYPE

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*Work Schedule and Pay Questions & Answers for Civilian Command
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Work Schedule Questions:

1. **QUESTION:** What types of work schedules are authorized for use in Civilian Command Centers?

ANSWER: For the civilian search and rescue positions use of 12-hour Compressed Work Schedules (CWS) and under limited circumstances 16-hour CWS with 24-hour shifts is authorized for use by local management.

2. **QUESTION:** Please explain how Compressed Work Schedules (CWS) operate?

ANSWER: CWS are pre-established fixed work schedules where management schedules full time employees to complete a basic 80-hour biweekly work tour. Once the days and times to be worked are established, civilian employees must either be at work or away from work charged to approved leave (e.g., sick, annual leave, etc.) This fixed schedule including identified starting and ending work times becomes the basis for charges to leave as well as applicable overtime and compensatory time charges.

By law and regulation supervisors may not informally credit hours worked on one day and “bank” the hours for use on another day. This system of “credit hours” cannot be used when employees work a fixed Compressed Work Schedule.

3. **QUESTION:** What is the reasoning for 16 hours of pay for a 24-hour duty? If any sleep time becomes available, the CWS SAR Controller is still required to be onboard and at immediate call so it is not like down time or a time away from the job, that person is not relieved for the 8-hour period and cannot go home?

ANSWER: In accordance with OPM regulations (5 CFR 551.432), sleep time is not defined as hours of work, if:

- (1) the work shift is 24 hours or more;
- (2) adequate facilities are provided for an uninterrupted period of sleep; and
- (3) there are 5 hours available for the sleep period

Employees will be compensated for the hours worked if their sleep hours are interrupted or if they cannot receive a 5-hour period of sleep uninterrupted by work.

4. **QUESTION:** Why are 12 hours charged for each day of leave vs. 8 hours?

ANSWER: Employees are charged 12 hours a day if they are scheduled to work a 12-hour day using the compressed work schedule (CWS). However, if employees were scheduled to work 8 hours on the day scheduled for leave they would be charged 8 hours of leave. You must account for every hour of your scheduled workday.

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5. **QUESTION:** How do "in lieu-of" days work if we are not scheduled to work on a holiday but are still scheduled to work a full 80 hours during the biweekly period?

ANSWER: An "In LIEU of" Holiday is a day that is designated as a holiday for a full-time employee when a holiday falls on a non-workday. In such cases, the employee's holiday is the basic workday immediately preceding the non-workday unless the holiday falls on a Sunday. When the holiday falls on a Sunday, the "in lieu of" holiday is the next basic workday. For example, Thanksgiving Day (a Thursday) is designated the holiday for pay purposes when the employee is scheduled to work on that day. If the employee is not scheduled to work that day, then an "in lieu of" holiday must be set. If the employee worked on Tuesday before Thanksgiving Day but was not scheduled to work again until Friday, the day designated as their holiday would be Tuesday, the first workday immediately preceding the holiday. In the case of Veterans Day (falls on different day each year), if it fell on a Sunday and the employee was not scheduled to work Sunday, their holiday would be their next scheduled day of work. (5 CFR 610.202)

Use of Flexible Work Schedule (FWS) programs are not authorized since the operation of the centers requires management to schedule the days and hours for employees to be present at work.

Pay Issues:

6. **QUESTION:** What is the difference between exempt and non-exempt?

ANSWER: The terms exempt and non-exempt apply to the Fair Labor Standards Act (FLSA). This status helps determine how an employee is paid. SAR Controllers at the GS-11 level and below have been determined to be non-exempt and GS-12 level and above SAR Specialists have been determined to be exempt. The Fair Labor Standards Act of 1938 (a law) was amended in 1974 to apply to the Federal Government. You are either covered by the law (non-exempt) or not covered by the law (exempt). The Act provides for minimum wages and specific entitlements in regard to hours of work and overtime. The Act exempts specified employees or groups of employees from the application of certain of its provisions. Those people

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meeting the executive, administrative, or professional criteria are exempt from the provisions of FLSA. OPM provides guidance on the provisions of FLSA that apply to the Federal Government in 5 CFR 551. Guidance on pay administration for employees or situations not covered by the Act is in 5 CFR 550. An employee's Notification of Personnel Action, (SF-50) shows the FLSA Category. An employee's statement of earnings and leave also indicates FLSA status. Under the heading "FL", an "E" means exempt and an "N" means non-exempt.

7. **QUESTION:** What constitutes "overtime" work?

ANSWER: Title 5 (FLSA exempt) overtime pay is pay for hours of work officially ordered or approved in excess of the administrative workweek. Under FLSA (non-exempt) even though overtime should be officially authorized in advance, all overtime that employees are permitted to work (suffer and permit) is compensable. Employees covered by FLSA must be paid overtime unless they request compensatory time. (5 CFR 550.111 & 551.501)

8. **QUESTION:** What is "irregular or occasional" overtime work?

ANSWER: Irregular or occasional overtime work means overtime work that is not part of an employee's regularly scheduled administrative workweek. In contrast, "regularly scheduled" overtime work is work that is scheduled in advance of the administrative workweek. (5 CFR 550.103 & 551.501(c))

9. **QUESTION:** What is "compensatory time" (often called comp time)?

ANSWER: Comp time may be earned only if there is an entitlement to overtime pay. Comp time is earned in an amount of time equal to the time worked for irregular or occasional overtime instead of receiving overtime pay. Compensatory time earned may be taken in lieu of other leave as requested and approved. Current agency policy allows employees to accumulate up to 160 hours of comp time at any one time. Comp time is an entitlement to overtime pay; therefore, if not used by the time the employee separates, they are paid for the time at overtime rates. (5 CFR 550.114 & 551.531)

10. **QUESTION:** Can compensatory time be used for regularly scheduled overtime?

ANSWER: No, employees on fixed work schedules may earn compensatory time instead of overtime pay only for irregular or occasional overtime work. While employees on flexible work tours under 5 U.S.C. 6122 may work comp time for any type of overtime work, SAR positions are not flexible work tours but are fixed compressed work schedules. For positions working compressed work schedules, comp time may only be granted for irregular or occasional overtime work. (5 CFR 550.114 & 551.531)

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11. QUESTION: What is “callback” overtime?

ANSWER: Irregular or occasional overtime work performed by employees on a day when work was not scheduled for them or when required to return to the place of employment is considered callback overtime. Callback overtime is at least two hours in duration for overtime pay purposes, even if it does not amount to two hours. When unscheduled overtime follows immediately after a regularly scheduled tour of duty, or when an employee reports early for duty and the work merges with and continues into a regularly scheduled tour of duty, the overtime work is not considered callback overtime and the employee is only entitled to be paid for the actual hours of overtime worked. If employees are called back to duty for more than two hours, it is no longer considered callback overtime, and their overtime pay is calculated in the normal manner. Since there are no provisions under FLSA, employees who perform callback duty will be paid under the callback overtime provisions of Title 5, U.S.C. (5 CFR 550.112(h)).

12. QUESTION: What are considered “hours of work” while traveling?

ANSWER: The conditions in which time spent traveling are counted as “hours of work” for compensation purposes vary under Title 5 and FLSA.

Under Title 5 that applies to **both** exempt and non-exempt employees, travel is considered hours of work if the work is outside the employee’s official duty station, and within the hours of the employee’s regularly scheduled administrative workweek. Beyond that, hours outside the employee’s regularly scheduled workweek, that are ordered or approved, must meet one of the following four conditions to be compensable: (1) the travel involves the performance of work while traveling, (2) is incident to travel that involves performance of work (such as deadhead travel in order to drive an empty truck back to the point of origin), is carried out under arduous and unusual conditions, or (4) results from an event that could not be scheduled or controlled administratively (such as training scheduled solely by a private firm or a job-related court appearance required by a subpoena). (5 CFR 550.112)

In addition, under FLSA (for non-exempt employees), time spent traveling is hours of work if (1) the employee is required to travel during regular working hours, (2) the employee is required to drive a vehicle or perform other work while traveling, (3) travels as a passenger to a temporary duty station and returns the same day, or (4) travels as a passenger on non-workdays that correspond to the employee’s working hours. FLSA (non-exempt) employees must be paid overtime if they travel on non-workdays during the hours corresponding to their administrative workday. For example, if the employee’s regular work schedule is Monday, Tuesday, and Thursday from 0600 to 1800 and the employee travels from 0600 to 1000 on Saturday (a non-work day), the time (four hours) would be considered “hours of work” and would be compensable. Unless it meets the conditions of "hours of work" outside regular working hours under Title 5, traveling

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before or after normal hours is typically considered commuting time and is not authorized as overtime. (5 CFR 551.422)

13. QUESTION: Are employees entitled to holiday premium pay for the time they spend in work-related travel on a Federal holiday?"

ANSWER: Employees generally are not entitled to holiday premium pay for the time they spend in work-related travel during holiday hours. Holiday premium pay is paid only to employees who perform work on a holiday. Time spent in a travel status is not hours of work for the purpose of paying premium pay, including holiday premium pay, unless it meets one of the criteria in 5 U.S.C. 5542(b)(2)(B) (also in 5 CFR 550.112(g)(2)) for crediting irregular or occasional hours of work for travel. The criteria state that time spent in a travel status away from the official duty station is not hours of employment unless the travel-- involves the performance of work while traveling (such as employment as a truck driver); is incident to travel that involves the performance of work while traveling (such as "deadhead" travel performed by a truck driver to return an empty truck after unloading); is carried out under arduous and unusual conditions (e.g., on unpaved roads; rough terrain); or results from an event which could not be scheduled or controlled administratively by any individual or agency in the executive branch of the Government (such as training scheduled solely by a private firm or a job-related court appearance required by a court subpoena). This applies to both Fair Labor Standards Act (FLSA) exempt and nonexempt employees. Although most employees do not receive holiday premium pay for time spent traveling on a holiday, they continue to be entitled to pay for the holiday in the same manner as if the travel were not required. For example, if an employee is traveling to a government sponsored training course on the holiday so that he will be there in time for the training on the next day, the employee would receive regular holiday pay but would not be compensated for time spent traveling since the time is not "hours of work". (CompGen opinions B-82637, March 28, 1949; B-168726 January 28, 1970; and 50 CompGen 519 of 1971)

14. QUESTION: Do we get Premium Pay while training at Yorktown?

ANSWER: Employees are paid for those hours spent in training falling within their scheduled work hours. In addition, for FLSA (non-exempt) employees time spent in training outside regular working hours is considered hours of work if the employee is directed to participate in the training and the purpose of the training is to improve the employee's performance. Directed to participate means that without the training the employee's performance or retention in his position will be adversely affected. An employee would receive other types of premium pay (i.e., night, Sunday, etc) for their regularly scheduled tour but not for any overtime hours. For example, if a nonexempt employee were required to attend training to maintain mandatory certification or to improve performance, they would be entitled to premium pay for time outside the regular work schedule. However, if the employee was exempt, there is no entitlement. For the non-exempt employee, if the training is nice to have but will not adversely affect employment, they will not be entitled to receive premium pay. They

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will only be compensated for the time that is during their regular work schedule. (5 CFR 410.402 & 551.423).

15. **QUESTION:** What per diem pay do we get while at Yorktown?

ANSWER: If quarters are available at Yorktown, you will be paid (\$13.00) for the cost of quarters at the Yorktown facility. If quarters are not available you must have a statement of non-availability signed by the lodging facility front desk at Yorktown before being eligible for lodging in a commercial facility. If meals are available at a reduced cost to civilians you will be reimbursed for meal and incidental expenses at the reduced rate. (FTR 301-11.200 "(b) The lowest authorized per diem rate must be stated in your travel authorization in advance of your travel.")

16. **QUESTION:** Are employees covered by a union handled differently when working overtime or comp time?

ANSWER: Sometimes union contracts or negotiations address additional requirements or processes. When considering overtime or comp time, you must adhere to the requirements of negotiated agreements.

Time Keeping Issues:

17. **QUESTION:** Explain the codes on the time sheet and when should each be used?

ANSWER: An explanation of all the codes and when they are to be used are contained in the current Time and Attendance Handbook that was updated in July 2000. The manual can be downloaded from the IPPS web site. <http://ipps.dot.gov/> Choose documents. Then under the time collection heading choose Time and Attendance Handbook and download to your computer. It contains all the codes, an explanation of the codes, and an example of a timecard using the codes.

18. **QUESTION:** How do we log lunch on the time sheet if we eat at the desk while standing duty?

ANSWER: Annotate the start and stop times of the day without adding additional time for the lunch break. Do not indicate a meal start & stop time on the time card. The Work Schedule Guidance for Civilian Command Center Watchstanders contains an explanation of the time keeping codes and a sample time card is provided at enclosure (1) of the document.

19. **QUESTION:** How is military leave credited for annual leave purposes?

ANSWER: Military time may be creditable for leave purposes if it was active duty and ended honorably. Lost time is not creditable. If the time has been credited, it will show up in your service computation date (SCD) on your statement of earnings and leave. If you are a retired military member, your time is usually not creditable for

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leave purposes unless it was during a war (last war creditable for leave purposes was World War II), in a campaign or expedition where a badge was authorized, or if retirement was based on an instrumentality of war. If you believe you have creditable time for leave purposes that has not been credited, you should contact your HR representative. You may have to provide additional documentation to support a claim for creditable time.

20. QUESTION: Why does my LES not show any military leave?

Military Leave taken will show up in the employee's leave and earnings statement during the pay period it was taken as "Mil-Reg." A fiscal year balance will also show up as "Mil-Bal-Due." The payroll system has not yet converted to the hourly computation, however timekeepers should be recording military leave usage on an hourly basis.

21. QUESTION: What is Code 66 premium pay for training under the ATRA codes?

ANSWER: Code 66 is for Air Traffic Controllers only.

22. QUESTION: How can we correct a previously submitted time sheet where we failed to claim a holiday or training premium pay?

ANSWER: To amend timecards for a previous pay period, the timekeeper should fax the previous timecard containing the corrections, to Myrna Boyce at payroll in Oklahoma City (405-954-6317).