

BPA Human Resources Directive 410-06-01

Compressed Work Schedule for Power Schedulers

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1. Purpose & Background

This BPA HR Directive supplements BPA HR Directive 410-06: Employee Leave, Work Schedules, and Telework and replaces Personnel Letter 610-1 dated April 14, 1994. Specifically, it sets forth procedures for implementation of a compressed work schedule (CWS) for the Power Schedulers in the Duty Scheduling organization in the Power Business Line.

This BPA HR Directive is revised to include Designation of Workday for Regularly Scheduled Night-shift Work under plan characteristics for Time Reporting. This issuance replaces Personnel Letter No. 610-1 (revised) dated June 26, 1998.

2. Policy Owner

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

3. Applicability

This policy applies only to full-time employees in the Duty Scheduling organization in the Power Business Line.

This plan supplements provisions of the labor agreement between BPA and the Professional Division, Laborers' International Union, Local 335 and shall be consistent with any revisions made to such labor agreement and applicable laws and regulations.

4. Policy

Employees rotate through three established work shifts that provide coverage 24 hours per day, 7 days per week. Shifts are 8 hours and 12 hours long; shift #1 is 0600 to 1800 hours; shift #2 is 1800 to 0600 hours; and shift #3 is 0800 to 1630 hours. No lunch break is included in shifts #1 and #2; shift #3 includes a 30-minute lunch break.

5. Standards & Procedures

- A. **Administrative workweek:** For Time and Labor reporting, the designated administrative workweek shall extend from 0600 Sunday to 0600 the following Sunday.
- B. **Basic work requirement:** Basic work requirement means the number of hours, excluding overtime hours; an employee is required to work or to account for by charging leave. An employee's basic work requirement is 80 hours in a pay period. This work may be scheduled in fewer than 5 days in an administrative workweek or fewer than 10 days in two administrative workweeks.
- C. **Designation of workday for regularly scheduled night-shift work:** The night shift is scheduled to start on the day it is shown on the schedule. For example, a 12-hour shift

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that starts at 6 p.m. on Saturday is to be recorded as 12 hours worked on Saturday. (Note: in the example used, this does not affect the employee’s entitlement to Sunday premium pay for the entire 12-hour shift worked on Saturday because a part of that shift is worked on the calendar day of Sunday.)

- D. **Regularly scheduled administrative workweek:** For a given employee, the rotating tours of duty to which the employee is assigned.
- E. **Tour-of-duty:** The tour-of-duty for employees under this program is the rotating shift assignments of affected employees. Management may, as appropriate due to operating needs, temporarily adjust the arrival and departure time of an employee’s scheduled duty shift. **Credit hours may neither be earned nor used.**
- F. **Overtime work:** Overtime hours are all hours an employee is ordered to work on any day in excess of his/her compressed schedule. **Regularly scheduled tour-of-duty hours, including 12-hour shifts, worked by an employee are not overtime.**
- G. **Compensatory time off:** Compensatory time off is time off in lieu of pay for irregular or occasional overtime work.
- H. **Night pay:** Night pay is paid for work performed between the hours of 6 p.m. and 6 a.m.
- I. **Holidays:** An employee who is relieved or prevented from working on a day is designated as a holiday (or an “in lieu of” holiday) is entitled to pay for the number of hours he/she normally would have been scheduled to work that day.

For an employee whose work shift covers portions of two calendar days, the designated holiday or the “in lieu of” holiday is based on the employee’s work shift that commences on such holiday. (See example below under “Holiday Premium Pay.”)

- J. **Holidays falling on non-workdays:** When a holiday falls on a scheduled non-workday for an employee, the workday immediately before that scheduled workday is designated as the “in lieu of” holiday.
- K. **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/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.

For an employee whose work shift covers portions of two calendar days, the designated holiday (or the “in lieu of” holiday) is based on the employee’s work shift that commences on such holiday. For example, if an employee is scheduled to work, and does actually work, a shift from 1800 hours to 0600 on both July 4 and July 5, the entire work shift beginning on July 4 is considered the holiday and the employee would receive 12 hours of pay the period of 1800 hours to 0600 hours that began on July 4.

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- L. **Sunday pay:** An employee who performs non-overtime work during a period of scheduled duty, a part of which is performed on Sunday, is entitled to Sunday pay for his/her entire period of duty on that day.
- M. **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.
- N. **Training, travel, court leave, military leave, etc.:** Employees shall assigned to 8-hour day shifts, as appropriate, when they are engaged in authorized activities that take them away from their regular work.

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

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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