

# **BPA Human Resources Directive 410-06-04**

## **Compressed Work Schedule for Field Inspectors**

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## 1. Purpose & Background

This BPA HR Directive sets forth procedures for implementation of a compressed work schedule (CWS) for the Field Inspection of Construction Services.

## 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 BPA HR Directive applies only to full-time employees in Construction Control Technical Series (GS-0809) positions.

## 4. Policy

- A. This plan supplements provisions of the collective bargaining agreement between BPA and the American Federation of Government Employees (AFGE) Local 929, and shall be consistent with any revisions made to such labor agreement and applicable laws and regulations.
- B. Employees will work a 5/8 work schedule and management will have the flexibility to change the work schedule from 5/8 to 4/10 and any other compressed work week tour of duty, as necessary, based upon business requirements. When an involuntary change in schedule is established by management, management shall give affected employees a minimum of 24 hours notice in advance, either orally or in writing. This flexibility in scheduling will allow for work schedules to be consistent with work performed by contract construction crews.
- C. The basic work requirement is 80 hours every pay period regardless of the work schedule.
- D. Employees may move between the CWS and other work schedules in the same pay period based upon business requirements. Credit hours will be paid off when an employee is not covered by a flexible work schedule.
- E. Employees will have a 30-minute unpaid lunch break between the hours of 11 a.m. to 1 p.m., as determined by management on a daily basis.

## 5. Standards & Procedures

- A. **Administrative workweek:** The work schedule will be from 0000 hours Sunday to 0000 hours the following Sunday.

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- B. **Regularly scheduled administrative workweek:** The workweek will vary in accordance with the particular schedule an employee is serving.

**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. Added correct 0809 classification series title in Section 3.

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