



UNITED STATES MARINE CORPS  
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION  
1600 HENDERSON AVENUE SUITE 238  
MCRD SAN DEIGO, CALIFORNIA 92140-5001

DepO 12610.1D  
1B

02 MAR 2000

DEPOT ORDER 12610.1D

From: Commanding General  
To: Distribution List

Subj: HOURS OF DUTY AND OVERTIME WORK/PAY-ALTERNATE WORK SCHEDULE (AWS)

Ref: (a) Master Labor Agreement Article 39  
(b) 5 CFR Part 610 (NOTAL)  
(c) DoD 7000.114R Vol 8 (NOTAL)  
(d) DepO P7000.7E

1. Purpose. To provide guidance on the hours of duty and overtime work for civil service employees of this Command as set forth in the references.

2. Cancellation. Depot Order 12610.1C.

3. General Provisions

a. Basic Workweek. The basic workweek of civil service employees of the Depot is 40 hours, five workdays of eight hours, Monday through Friday. Except in unusual circumstances, the working hours and days in the basic workweek will be the same from week to week.

b. Administrative Workweek. The administrative workweek will be the calendar week of Sunday through Saturday and includes the basic workweek.

c. Hours of Duty. The normal working hours of civil service employees of the Depot are 0730 to 1600, Monday through Friday. Except in unusual circumstances, the working hours in each day in the basic workweek will be the same.

d. Lunch Period. A lunch period is non-work time for which neither basic nor overtime compensation is payable. The lunch period is 30 minutes, normally from 1200 to 1230, however, section heads are authorized to establish a lunch period of any 30 minutes between 1100 and 1300 for any civilian employees under their supervision as may be necessary to provide for telephone watches or other special circumstances. Supervisors should be aware that a scheduled lunch period is free from all duty obligations except for emergency situations.

e. Holiday Work. No work, except that which is necessary, will be required of employees on days observed as national holidays. These days are:

New Year's Day	1 January
Dr. Martin Luther King Jr's Birthday	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	4 July
Labor Day	First Monday in September

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Columbus Day	Second Monday in October
Veteran's Day	11 November
Thanksgiving Day	Fourth Thursday in November
Christmas Day	25 December

4. Changing Work Schedules

a. Requests for an exception to the basic workweek shall be forwarded via the employee's supervisor and the Human Resources Office to the Commanding Officer or Principal Staff Officer (e.g. AC/S, G-4) for approval. The request shall include the reason for the request, the names and payroll numbers of the employees concerned, the proposed days and hours of work, the time of the lunch period, and the duration of the assignment to this work schedule. The request shall be submitted sufficiently in advance to allow for approval and the proper advanced notice to the employee(s) as set forth in paragraph 4b and to meet the requirements of reference (a).

b. The days and shift hours of an employee's basic workweek shall not be changed without notice to the employee at least three calendar days before the workweek affected by the change.

c. Requests for exception to the basic workweek or hours of work will be based on an identified management need and not merely for the convenience of the employee(s).

d. Transfer or reassignment of an employee constitutes the requirement to initiate a new request for AWS as discussed in paragraph 8 below.

5. Variations of Work Schedules for Educational Purposes. Employees may request and be granted a modified work schedule of not less than 40 hours per week to accommodate their taking one or more courses in college, university, or other educational institution when it is determined that:

a. The course being taken is not training under Chapter 41 of Title 5, United States Code;

b. The rearrangement of the employee's work schedule will not appreciably interfere with the accomplishment of the work required to be performed;

c. Additional costs for personal services will not be incurred; and

d. Completion of the courses will equip the employee for more effective work at the Depot.

6. Travel on Official Duty Time. To the maximum extent practical, travel time will be scheduled within an employee's regularly scheduled workweek. When it is necessary to travel outside the regularly scheduled workweek, the employee will be compensated if the circumstances meet the criteria of 5 USC 5542 or 5 CFR 551.422. When such travel is non-compensatable, the official concerned must record the reasons for ordering the travel at those hours and must, upon request, furnish the employee a copy.

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7. Overtime Work/Pay

a. Overtime is defined as work in excess of eight hours per day or 40 hours in the basic workweek.

b. To control and minimize personnel costs, overtime and compensatory time shall be limited to cases of necessity, such as:

- (1) Marine Corps readiness;
- (2) Emergencies;
- (3) Safeguarding life and property;
- (4) Individual instances where savings can be clearly demonstrated.

c. Authorization of overtime or compensatory time shall be in accordance with the provisions of 5 CFR 550.111 or 5 CFR 551.501.

d. Based upon effectiveness in meeting schedules and when savings will be achieved, consideration should be given to the maximum use of shift work to avoid overtime costs.

e. In computing overtime pay, the time worked will be computed in tenth-of-an-hour multiples (six minutes). Employees will not be permitted to work in increments of time less than six minutes.

f. In accordance with 5 USC 5543, management can require FLSA-exempt employees at the GS-10 level and above to take compensatory time. Any compensatory time earned must be requested and taken prior to the scheduling and use of annual leave. Compensatory time earned must be used by the end of the 26<sup>th</sup> pay period after that in which it was earned.

g. While it is a management objective to reduce the amount of paid overtime, nothing in this Order is to be construed as encouraging or condoning the ordering or approval of unrecorded overtime or compensatory time/work. Unrecorded overtime or unrecorded compensatory time/work is prohibited.

h. Overtime and compensatory work for non-exempt employees will be earned and granted in accordance with the provisions of reference (d). Non-exempt employees are those who are occupying positions that have been determined to be non-exempt from the provisions of the Fair Labor Standards Act. This information is recorded on the Position Description Cover Sheet, Optional Form 8.

i. Failure of an employee to report for overtime work or to work on Sunday or a holiday when directed to do so, may be the basis for disciplinary action when the reasons given by the employee for the absence are not acceptable to the supervisor concerned.

8. Alternate Work Schedule

a. The scheduling patterns, called alternative work schedules (AWS), fall into one of two basic categories: a flexible work schedule or a compressed work schedule.

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(1) A flexible schedule breaks the workday into components of flexible time and core time. During the flexible time bands, the employee selects arrival and departure time for the workday. The core time band is the period of the day during which the employee must be present or in a leave status.

(2) In the compressed work schedule an employee fulfills the work requirements of 80 hours per pay period in less than ten working days by increasing the number of hours in the workday. The two most common compressed schedules are the "4-10" and the "5-4/9" schedules. In the "4-10" schedule, an employee works four ten-hour days each work week and gets one day off each week or two days off each pay period. In the "5-4/9" schedule, employees work nine hours a day for eight days, one day at eight hours and are off one day each pay-period. Compressed work schedules are fixed work schedules arrived at through negotiations with the exclusive representatives of bargaining unit employees.

b. The alternate work schedules known as "4-10" and "5-4/9" may be adopted by employees where management determines it is workable. However, if use of the AWS has an adverse impact upon the organization, employees will be returned to the normal basic workweek.

c. Commanders and principal staff officers are delegated the authority to authorize the AWS within their organizations. Managers, as well as the employees themselves, are responsible for ensuring that the mission is not impacted by use of modified work schedules.

d. Each employee will work 80 hours per pay period exclusive of overtime.

e. Regular Days Off (RDOs) will be scheduled by management based upon the following:

(1) Intent to extend weekends for the employees (usually a Monday or a Friday).

(2) Management's need to balance workforce and provide adequate services to support the mission.

(3) Consideration will be given to employees' requests to accommodate carpools, childcare, etc.

(4) RDOs will not be changed simply to arrange a four-day weekend (e.g., rescheduling a RDO before or after a holiday so that the employee has Friday, Saturday, Sunday, and Monday off). Nothing precludes the use of compensatory time to accomplish the same purpose.

f. Managers are responsible for ensuring that time and labor cards properly document and account for a full 80-hour pay period for employees on the AWS.

9. Applicability. This Order is published for guidance and compliance by all personnel concerned with attendance, hours of duty, and overtime work/pay of civil service employees within this Command.

  
JOHN B. SOLLIS  
Chief of Staff

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