

BPA Human Resources Directive 410-06-14

Compressed Work Schedule for Testing and Energization Engineers and Technicians

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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 Test and Energization Engineers and Technicians in the Transmission Business Line. The flexibility to use the compressed schedule will enable BPA to match the work schedules of covered staff with those worked by BPA or contractor construction personnel with whom they must interface.

2. Policy Owner

The Chief Administrative Officer, through Human Capital Management's (HCM) Strategy 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 TBL Test and Energization Engineers and Technicians in the Power and Communications Transformer Group.

4. Policy

- A. This plan supplements provisions of the collective bargaining agreement between the Bonneville Power Administration (BPA), the Professional Division, Laborer's International Union Local 335 (PDL), 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. 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 workweek 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.
- C. The basic work requirement is 80 hours every pay period regardless of the work schedule.
- D. Managers may change the employees' schedules between the CWS and other work schedules in the same pay period based upon business requirements, e.g., 5/8 schedule one week and 4/10 schedule the next week).
- 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

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- A. **Administrative workweek:** The work schedule will be from 0000 hours Sunday to 0000 hours the following Sunday.
- B. **Regularly scheduled administrative workweek:** The workweek will vary in accordance with the particular schedule that an employee is working.
- C. **Tour-of-duty:** Will vary from 8-hour to 10-hour days, depending on the schedule assigned by management. Start time may vary between 6 a.m. and 8:30 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 his/her scheduled daily tour-of-duty (8 hours or 10 hours, as applicable), or in excess of 40 hours per week or 80 hours per pay period when working 5/8 and 4/10 schedules, respectively, on a non-workday.
- E. **Compensatory time off:** Compensatory time off is time off in lieu of pay for irregular or occasional overtime work.
- F. **Credit hours:** Credit hours cannot be earned during a week in which a compressed work schedule is worked.
- 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 or she is granted compensatory time off or an excused absence. The amount charged for an entire day off will vary from 8 hours to 10 hours, depending on the assigned tour or duty. 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 shall be assigned to an 8-hour per day tour (5/8 schedule) when they are engaged in authorized activities that take them away

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from their regular work. Decisions on whether to change an employee’s daily or weekly tour in such a case will take into consideration the impact on the employee, the potential for increases/decreases in overtime expense, and the 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

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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