

BPA Human Resources Directive 410-06-03

Compressed Work Schedule for EIM Entity Scheduling Coordinators

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1. Purpose & Background

This Bonneville Power Administration (BPA) Human Resources (HR) Directive supplements BPA HR Directive 410-06: Employee Leave, Work Schedules, and Telework. Specifically, it sets forth procedures for implementation of a compressed work schedule (CWS) for the Transmission Services, System Operations, Real-Time Operations organization.

2. Policy Owner

The Chief Administrative Officer, through Human Capital Management's (HCM's) Human Resource Service Center, Employee and Labor Relations/NHE organization has overall responsibility for monitoring, reporting, executing, and maintaining this BPA HR Directive.

3. Applicability

This BPA HR Directive applies to full-time Energy Imbalance Market (EIM) Entity Scheduling Coordinator positions in the Transmission Services, System Operations, Real-Time Operations work unit.

4. Policy

This plan supplements provisions of the labor agreement between BPA and the American Federation of Government Employees Local 928, and shall be consistent with any revisions made to such labor agreement and applicable laws and regulations.

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:

- A. Shift #1 is 0600 to 1800 hours;
- B. Shift #2 is 1800 to 0600 hours; and
- C. Shift #3 is 0800 to 1630 hours.
- D. No lunch break is included in shifts #1 and #2. Shift #3 includes a 30-minute lunch break.
- E. Employee-initiated shift trades are permitted subject to management review and approval. Shift trades must be cost neutral and not result in overtime. The shift schedule is required to be updated (management approved) at the time of the shift trade.

5. Standards & Procedures

- A. **Administrative workweek:** For time and labor reporting, the designated administrative workweek shall extend from 0600 Sunday to 0600 hours the following Sunday.

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- B. **Basic work requirement:** 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 five 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 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. (Note: Regularly scheduled tour-of-duty hours, including 12-hour shifts, worked by an employee are not overtime).
- G. **Compensatory time off:** Time off in lieu of pay for irregular or occasional overtime work.
- H. **Night pay:** Night pay is paid for work performed between 1800 and 0600 hours.
- I. **Holidays:** An employee who is relieved or prevented from working on a day 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 non-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.

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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 their 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. The appropriate leave charged will be dependent on status shown on the master shift schedule assignment (i.e., 12 hours for shifts #1 and 2, and 8 hours of Shift #3).

Training, travel, court leave, military leave, etc.: Employees shall be 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 Duty
- F. BPA-AFGE Memorandum of Understanding, dated 07/30/2021

7. Revision History

Version Number	Issue Date	Description of Change/Review
1.0	9/28/2021	New schedule. Initial publication.

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