

DEPARTMENT OF THE ARMY  
Wilmington District Corps of Engineers  
Post Office Box 1890  
Wilmington, North Carolina 28402

DISTRICT REGULATION  
No. 690-1-610

18 May 1993

Civilian Personnel  
HOURS OF DUTY

1. **Purpose.** To establish guidelines for administering working hours in the Wilmington District.
2. **Intent.** To meet the operational needs of the District, while, to the extent practicable, allowing employees to establish their own schedules and hours of duty. To establish Mondays through Thursdays as the workweek for the purpose of scheduling and conducting meetings.
3. **Applicability.** Applies to all Wilmington District employees, except part time employees and employees covered by collective bargaining agreements.
4. **References.**
  - a. FPM Supplement 990-2 (Book 610) Appendix C.
  - b. AR 37-105, C1, Finance and Accounting Civilian Pay Procedure, 1 July 1984.
  - c. ER 690-1-600, Civilian Personnel, Leave and Hours of Duty, 15 May 1985.
  - d. SAD Supplement 1 to ER 690-1-600, Leave and Hours of Duty, 30 July 1986.

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This regulation supersedes Section III of District Regulation No. 690-1-2, 20 Nov 1968; Change 4 to District Regulation 690-1-2, dated 1 Oct 1980; District Regulation 690-1-52, dated 5 Feb 1980; Change 1 to District Regulation 690-1-52, dated 1 Oct 1980; and Supplement 1 to District Regulation 690-1-52, dated 17 Dec 1991.

DR 690-1-610  
18 May 1993

e. DR 690-1-2, Civilian Personnel, Leave and hours of Duty, 20 November 1968, (Including Changes).

## 5. Definitions.

a. **Basic Work Requirement.** The requirement is 80 hours each biweekly pay period. It can be worked as follows:

**Option A:** Ten 8-hour days per 2 week pay period; or

**Option B:** Eight 9-hour days and one 8-hour day per 2 week pay period.

b. **District Business Hours.** The hours during which all District offices must have adequate coverage. These hours are 0730 - 1615 Monday through Friday.

c. **Core Hours.** The time period during which all employees must either be on duty, on leave, at lunch, participating in the Wellness-Fitness Program, or on their scheduled non-workday. The core hours are 0830 - 1500 Monday through Friday.

d. **Lunch Period.** Non-paid time taken between 1130 - 1330 hours. The minimum lunch period is 30 minutes.

e. **Rest Period.** A fifteen minute paid rest period taken during the morning or afternoon hours.

f. **Wellness-Fitness Time.** Non-paid time used in conjunction with the lunch period for participation in the Wellness-Fitness Program.

g. **Scheduled Non-Workday.** An earned day off for an employee working under Option B.

6. **Policy.** The following policy will govern the establishment of work schedules and hours of duty.

a. **Establishing a Schedule.** Employees, in cooperation with their supervisors, must select a work schedule option and establish hours of duty using CESAW Form 604, "Work Schedule Selection Form", (Appendix A). The supervisor will provide a copy of the approved form to the timekeeper. Schedules and hours of duty must remain in effect for at least 90 days before an employee may request a change. Occasional temporary changes may be approved by the supervisor without submitting a new form. Permanent changes to an employee's schedule must be submitted and approved 2 weeks in advance. The effective date for all changes must coincide with the beginning of a pay period. Occasional changes to schedules allowing employees to have another non-workday must occur during the same pay period. If work is scheduled on the non-workday and another day cannot be scheduled for the non-workday, it shall be posted as compensatory time or overtime. Employees, whose request for selection of a work schedule or hours of duty has been denied by their supervisors, may resubmit the request to the next higher level of supervision.

b. **Start Time.** A work starting time between 0630 and 0830 hours on quarter hour intervals must be selected.

c. **Departure Time.** A work departure time between 1500 and 1815 hours on quarter hour intervals must be selected. An employee must schedule either 8 or 9 hours per day, excluding the lunch period and participation in the Wellness-Fitness Program.

d. **Lunch.** Employees will take a lunch period between 1130 and 1330 hours only. The regularly scheduled lunch period will be 30 minutes, 45 minutes, or 1 hour as selected by the employee and approved by their supervisor.

e. **Wellness-Fitness.** Wellness-Fitness time will be taken in conjunction with the lunch period between 1130 and 1330 hours. There is no limit to the number of workdays employees may participate in the wellness-fitness program. However, time used for this purpose must be made up on the same day taken.

f. **Rest Periods.** Employees may take a rest period of no more than 15 minutes during each 4 hours of continuous work. Rest periods will not be

DR 690-1-610  
18 May 1993

observed during the first or last hour of the workday nor will they be added to the non-paid lunch period. Smoke breaks are considered rest periods.

g. **Scheduled Non-Workday.** Employees selecting Option B must designate either the 1st or 2nd Friday of the pay period as their scheduled non-workday, with the alternate Friday as their 8-hour workday. Supervisors may allow employees, as an exception to policy, to schedule their non-workdays on Mondays to meet organizational needs. This exception does not reduce the intent of this regulation that Fridays are preferred as the scheduled non-workday.

h. **Meetings and Conferences.** To the extent possible, meetings and conferences will be scheduled from 0830 - 1130 hours and 1330 - 1500 hours on Mondays through Thursdays. When this is not possible, employees will be given advance notice of specific times outside of the core period when their services will be required. This policy also applies to the scheduled non-workday under Option B.

i. **Training and Temporary Duty.** The supervisor, in coordination with the employee, will determine the need to adjust the employee's work schedule during periods of training and temporary duty to ensure that the employee meets the biweekly 80 hour work requirement.

j. **Overtime.** Hours of work in excess of eight in a day or 40 in a week that are officially ordered or approved by the supervisor are deemed overtime. However, for employees under Option B, only hours of work in excess of the specified hours in a day and week will be deemed to be overtime.

k. **Holidays.** If a Federal holiday falls on a scheduled workday, that workday will be observed as the holiday. Employees will be paid based on their established work schedule. When a holiday falls on a Sunday, Monday will be observed as the holiday; when a holiday falls on a Saturday, Friday will be observed as the holiday. Exceptions to this rule occur for employees under Option B as follows: when a holiday falls on the Friday non-workday, the preceding Thursday will be observed as the holiday; for those employees who have been

granted a Monday as their scheduled non-workday, holidays that fall on that Monday will be observed on the following Tuesday.

Legal holidays for which employees are excused from duty and receive pay are as follows:

New Year's Day	1 January
Martin Luther King, Jr.'s Birthday	3rd Monday in January
Washington's Birthday	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	4 July
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veteran's Day	11 November
Thanksgiving Day	4th Thursday in November
Christmas Day	25 December

1. **Leave.** Annual and sick leave will be charged according to the number of hours the employee was scheduled to work on the day leave was taken.

## 7. **Responsibilities.**

a. **Supervisors.** Supervisors are charged with allowing employees to establish their own schedules and hours of duty, to the maximum extent practicable. Supervisors are responsible for coordinating work schedules and hours of duty to ensure that operational needs of the District are met. Supervisors may adjust schedules individually or collectively, as needed.

b. **Employees.** Employees are responsible for following their established schedules, coordinating any temporary change in schedule with their supervisors, and keeping the timekeeper informed of actual working hours, leave, and overtime.

DR 690-1-610  
18 May 1993

c. **Timekeepers.** Timekeepers will be responsible for recording time worked according to each employee's approved schedule, including approved overtime, compensatory time, and leave.

  
WALTER S. TULLOCH  
Colonel, Corps of Engineers  
District Commander

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DR 690-1-610

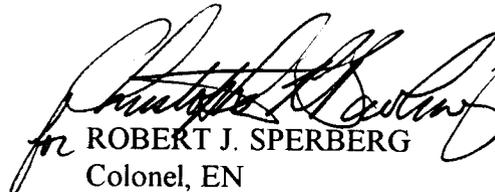
DEPARTMENT OF THE ARMY  
Wilmington District Corps of Engineers  
Post Office Box 1890  
Wilmington, North Carolina 28402-1890

DISTRICT REGULATION  
No. 690-1-610  
Change 1

1 May 1995

Civilian Personnel  
HOURS OF DUTY

1. This change is to add the following sentence to DR 690-1-610 paragraph 3 "Applicability":  
"However, part-time employees may select a lunch period in accordance with paragraph 6d."
2. File this sheet in front of the publication for reference purposes.

  
for ROBERT J. SPERBERG  
Colonel, EN  
Commanding

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DR 690-1-610

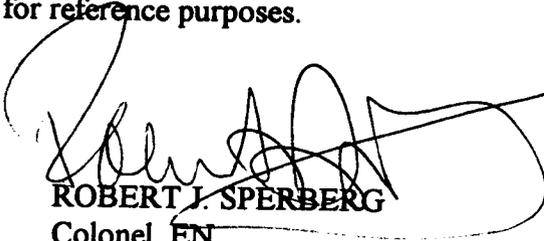
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DISTRICT REGULATION  
No. 690-1-610  
Change 2

8 January 1996

Civilian Personnel  
HOURS OF DUTY

1. Purpose. To correct paragraph 6.k. to reflect additional guidance from the Office of Personnel Management on how to determine "in lieu of" holidays.
2. Applicability. This change applies to all civilian employees of the Wilmington District.
3. References.
  - a. 5 U.S.C. 6103(b)
  - b. Executive Order 11582, Section 3(a)
4. Change the last sentence of paragraph 6.k. to read as follows: "Exceptions to this rule occur for employees under Option B as follows: when a holiday falls on the Friday non-workday, the preceding Thursday will be observed as the holiday; for those employees who have been granted a Monday as their scheduled non-workday, holidays that fall on that Monday will be observed on the preceding Friday."
5. File this sheet in front of the publication for reference purposes.



ROBERT J. SPERBERG  
Colonel, EN  
Commanding

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## Work Schedule Selection Form

Employee Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Grade: \_\_\_\_\_ Office: \_\_\_\_\_

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### Work Schedule Selection

(Effective for at least 90 days from the date the schedule becomes effective.)

Option A: \_\_\_\_\_ (Ten 8-hour days per pay period)

Option B: \_\_\_\_\_ (Eight 9-hour days and one 8-hour day per pay period with one scheduled non-work day)

Non-work day: \_\_\_\_\_ First Friday of the Pay Period or \_\_\_\_\_ Second Friday of the Pay Period

Option C: \_\_\_\_\_ (Eight 9-hour days and two 4-hour days (Friday) per pay period)

Exception to policy will be noted by pen and ink change.

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### Hours of Duty Selection

Normal Hours of Duty (indicate 24 hour clock times.)

Arrive \_\_\_\_\_ Lunch Out \_\_\_\_\_ Lunch In \_\_\_\_\_ Depart \_\_\_\_\_

Do you participate in the Wellness-Fitness Program? \_\_\_\_\_ YES \_\_\_\_\_ NO

Which days do you participate in the Wellness-Fitness Program?

\_\_\_\_\_ Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday

Wellness-Fitness hours of duty (indicate 24 hour clock times).

Arrive \_\_\_\_\_ Lunch/Wellness-Fitness Out \_\_\_\_\_ Lunch/Wellness-Fitness In \_\_\_\_\_ Depart \_\_\_\_\_

Date schedule becomes effective: \_\_\_\_\_  
(Must coincide with the start of a pay period.)

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

I have reviewed this request and, subject to the provisions of DR 690-1-2, approve the Work Schedule Option and Hours of Duty chosen by the employee.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

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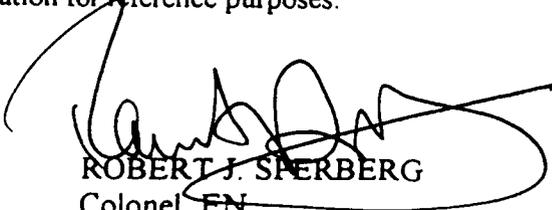
Regulation  
No. 690-1-610  
Change 3

6 March 1996

Civilian Personnel  
HOURS OF DUTY

1. **Purpose.** To add an additional work schedule selection. To replace "Work Schedule Selection Form," Form CESAW 604 dated 15 April 1993 with Form CESAW 604 revised 12 October 1995.
2. **Applicability.** This change applies to all civilian employees of the Wilmington District.
3. **Reference.** Adopted Suggestion Number CESW950093.
4. Make the following changes to DR 690-1-610:
  - Change paragraph 5.a. to add:  
**OPTION C:** Eight 9-hour days and two 4-hour days (Friday) per pay period.
  - Change paragraph 5.g. to read as follows:  
**g. Scheduled Non-Work time.** An earned day off for an employee working under Option B. The last 4 hours of the work schedule off each Friday for employees working under Option C.
  - Add the following sentence to paragraph 6.g.:  
Employees selecting Option C must designate the last four hours of each Friday of their basic workweek as their scheduled non-work time. Thus, 4 hours each Friday will equal 1 workday per pay period.
  - Add the following sentence to paragraph 6.k.:  
If a holiday falls on Friday and you are under Option C, you will be paid for 4 hours. The other 4 hours is non-work time.
5. File this sheet in front of the publication for reference purposes.

Encl



ROBERT J. SPERBERG  
Colonel, EN  
Commanding

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CESAW-CP

Regulation  
No. 690-1-610  
Change 4

13 October 1998

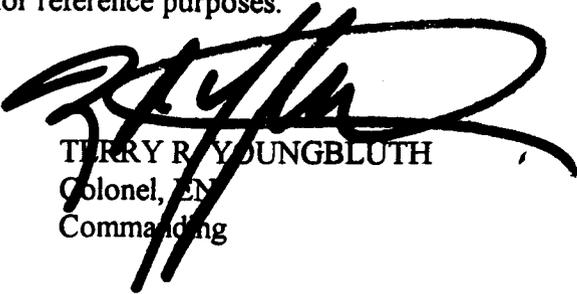
Civilian Personnel  
HOURS OF DUTY

1. Purpose. To revise the manner in which holidays which fall on Friday will be handled for employees working under Option C.
2. Applicability. This change applies to all civilian employees of the Wilmington District except part-time employees and employees on the dredges and debris boat.
3. Make the following changes to DR 690-1-610:

Delete the last two sentences of paragraph 6.k. which read: If a holiday falls on Friday and you are under Option C, you will be paid for 4 hours. The other 4 hours is non-work time.

Add the following sentences to paragraph 6.k.: When a holiday falls on Friday under Option C, the preceding 9-hour workday will be decreased to 4 hours. You will be paid for a 9-hour holiday.

4. File this sheet in front of the publication for reference purposes.



TERRY R. YOUNGBLUTH  
Colonel, EN  
Commanding

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