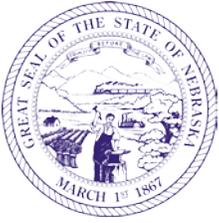


STATE OF NEBRASKA



Dave Heineman
Governor

MILITARY DEPARTMENT
Judd H. Lyons
Director
1300 Military Road
Lincoln, Nebraska 68508-1090
Phone: (402) 309-7210

NGNE-TAG

1 February 2012

MEMORANDUM FOR All Employees of the Nebraska Military Department

SUBJECT: Military Department Policy (MIL 01-002-12) Implementation of Alternate Work Schedules

1. Approval of Alternate Work Schedules (AWS) for the Military Department is provided by this policy memorandum. This policy applies to all excepted and competitive technicians of the Army and Air National Guard, and State of Nebraska employees of the Military Department. It does not apply to Active Guard Reserve (AGR), Active Duty Operational Support (ADOS), Annual Training (AT), or other military status personnel.
2. Alternate Work Schedules have the potential to enable managers and supervisors to meet the Department's mission while allowing employees more flexibility in scheduling personal activities. They are designed with the expressed purpose of increasing productivity and moral while decreasing sick leave, compensatory time, and absenteeism.
3. As the Adjutant General, I reserve the right to suspend or cancel the AWS program, partially or totally, to meet the needs of the Military Department, in response to declines in productivity, mission support, or customer service. We have an obligation to support our varied State and Federal missions, the training requirements of our part-time Airmen and Soldiers as well as our support requirements to local governments. Keeping this purpose in mind, the Military Department Headquarters, Army National Guard, Air National Guard, and the Nebraska Emergency Management Agency, will be accessible from 0730 – 1600 hours, Monday through Friday. The following persons are authorized discretionary approval authority to establish work schedules for their respective organizations and to exclude individuals or groups from AWS program participation in accordance with this policy memorandum: The Business Manager for State Support Services Division (SSD) for SSD employees; the Assistant Director of the Nebraska Emergency Management Agency (NEMA) for NEMA employees, the Chief of Staff for ARNG employees (Federal and State); the Air Commander for ANG employees (Federal and State); the USP&FO for USP&FO employees; the Director of Staff-Air for Director of Staff-Air employees and, the HRO for HRO employees (Federal and State). The approving authorities may select any one, a combination, or choose not to establish the AWS options for each directorate, activity, or organization under their jurisdiction. Approving authorities may then delegate to their subordinate supervisors the responsibility to approve individual directorate, activity, organization, or employee AWS requests based upon the approving authority's direction and guidance. Additionally, approving authorities will establish a mechanism by which an employee has the opportunity to request exclusion from AWS based on personal hardship. The final decision resides with the approving authority.
4. Request for schedule changes or deviations to the work schedule currently established for the Military Department, 5 – 8 hours days, 0730 – 1600, Monday-Friday will be made in writing to the supervisor utilizing the attached TAG-NE Form 444-R or equivalent form. Request will also be submitted to the supervisor for returning to the standard workday (0730-1600) from an alternate work schedule. Approved requests will be maintained in the supervisor's work folder. For state employees, one copy will be forwarded to the state Personnel Office (TAG-HR-SP). For Federal technicians, one copy will be sent to the technician pay section. Supervisor and employees, subjected to approval requirements indicate in paragraph 4, have the option to request from the following alternative work schedules:

NGNE-TAG

SUBJECT: Military Department Policy (MIL 01-002-12) Implementation of Alternate Work Schedules

a. Flexible Work Schedule (FWS) Requirement. A full-time employee must work the equivalent of 8 hours/day, 40 hours/week, 80 hours/biweekly pay period. A flexible work schedule splits the tour of duty into two distinct periods of time, that is, core hours and flexible hours established by the Military Department. Flexitour is the FWS that approving authorities may establish.

(1) Flexitour. Established flexible hours for the Military Department will be 0600-1800 hours, Monday through Friday. Core hours will be 0930-1430 hours daily, with a 30 minute lunch period observed and taken at mid-day.

b. Compressed Work Schedule (CWS) Requirement. A full-time employee is required to work 40 hours in a week or 80 hours in a biweekly pay period. This work may be scheduled in fewer than 5 or 10 days, respectively. The tour of duty is defined by the fixed schedule established by the Military Department. The 5-4/9 Plan and 4/10 Plan are the CWSs that approving authorities may establish.

(1) The 5-4/9 Plan is a fixed work schedule whereby an employee has eight (8) – nine (9) hour daily work requirements and one (1) – eight (8) hour daily work requirement, and an 80 hour biweekly work requirements, with one (1) scheduled day off per biweekly pay period. Days and hours will be established by the approving official with all schedules established within the hours of 0600-1800, Monday through Friday. A 30-minute lunch period will be observed and taken at mid-day.

(2) The 4/10 Plan. The 4/10 Plan is a fixed work schedule whereby an employee has a 10 hour daily work requirement, a 40 hour weekly work requirement, and an 80 hour biweekly work requirements, for example, 4 – 10 hour days Tuesday – Friday. Days and hour will be established by the approving official with all schedules established within the hours of 0600-1800, Monday through Friday. A 30-minute lunch period will be observed and taken at mid-day.

5. Supervisors must decide if the ASW program can work effectively in their workplace. Even within each work unit, there may be positions that are appropriate for AWS and others that are not appropriate. The program is not intended to be the answer to every scheduling problem, but is an option for supervisors to consider when deciding how best to meet the needs of the mission and employees.

6. The AWS may not be desirable to all employees; likewise, not all employees that choose to work the AWS may be allowed to do so. If an employee's position within the work unit is not conducive to the AWS, or if they require supervision that is unavailable during the work schedule, AWS may not be appropriate. If an employee is prevented from participating, the supervisor will explain the reasoning to the employee, and if applicable, their appropriate union representative.

7. Once on the AWS, employees will not be allowed to liberally switch back and forth between work schedules. When authorized, changing work schedules must be done in conjunction with the beginning and ending of a pay period. Employees will request a work schedule change at least two (2) weeks prior to the beginning of the next pay period. Work schedules will be established for 3 pay periods or for a lesser period when the approving authority determines a need for mission accomplishment. Time and attendance reports will be annotated and submitted in accordance with current directives.

8. Employees will adhere to the work hours of the temporary duty/work location or those hours determined by the mission commander when performing temporary duty/work, operational flying temporary duty/work, attending schools, seminars, conferences, or other training. This may require the supervisor to change the employee's work schedule the week prior to, during, or following the period of temporary duty/work, training, etc. Changes in work schedules may require publication of a change in work schedule in accordance with current labor agreements.

9. Although this policy applies to Federal technicians and State employees of the Military Department, differences in personnel programs require that certain procedures be applied differently. Leave and holiday procedures that apply to Federal and State employees will be distributed by each respective Human Resources Office.

NGNE-TAG

SUBJECT: Military Department Policy (MIL 01-002-12) Implementation of Alternate Work Schedules

10. The POC is the Human Resources Office, Tech Branch Manager, 309-7116.

11. This policy memorandum supersedes Military Dept Policy (MIL 02-034-11) dated 1 October 2010.

12. This policy will be reviewed NLT 1 August 2012 for verification or proposed changes by the policy proponent. This policy will stay in effect unless superseded or rescinded. Interim changes to this policy will not become official until they are vetted through appropriate authority, reviewed and authorized the change.



JUDD H. LYONS
Major General
The Adjutant General