

# Work Schedules, Telework and Timekeeping

- Alternate Work Schedules (AWS)
  - 5/ 8 hr days, 5/4/9 hr days, 4/10 hr days and Maxi flex (modified)
- Telework
  - Definition
  - Who is authorized
  - Roles and responsibilities
- Timekeeping
  - Roles and responsibilities
  - Points of Contact



# Hours of Operations

- All Full-time employees must be scheduled to perform 80 hours of work with-in a 2 week pay period
- The Nebraska Military Department hours range from 0600-1800
  - Night Shift (ANG MXG) and 24 hour operations(155 SFS and 155 CP) are exceptions to policy (ANG)
- Customer Service hours of operation- 0730-1600 Monday –Friday
  - Office must be covered during these hours. (not all employees are required to work these hours)
- Core Hours 0930-1430 Tuesday – Thursday which includes a 30 min lunch period.

# Alternate Work Schedules

- 5/ 8 hr days Varies start and end times
  - 0730-1600 M-F
  - 0600-1430 M-F
- 5/4/9 hr days
  - Eight (8) – Nine(9) hour days worked and One (1) eight (8) hour day worked, with 1 scheduled day off biweekly
  - Every other Monday or Friday, it could be another day agreed upon by employee and supervisor
- 4/10 hr days
  - Fixed work schedule of 10 hours work daily 4 days a week

# Maxi-flex (Modified)

- Maxi-Flex
  - 80 flexible hours within the agency limitations
  - The National Guard must follow a modified Maxi-flex as we do not have authority for credit hours or overtime pay
- FAQ's

**Question:** The ANG uses ATAAPS but the system does not allow the user to specify actual times that they worked only the amount of time. How are actual times documented for audits such as dual compensation audits?

**Answer:** Anyone on a maxi-flex schedule is required to document their work times on the TAG-NE 127 form it must signed by the Employee and Certifier prior to certification in the Time and Attendance system

**Question:** If I'm on maxi-flex but typically work 9 hour days, do I get 9 hours off for a holiday?

**Answer:** Per the OPM Alternate Work Schedule Handbook, if you are on a maxi-flex schedule you are authorized 8 hours for holiday leave.

Link to all FAQ

<https://ne.ng.mil/Resource/Documents/Telework%20FAQ.pdf>

# Roles and Responsibilities

- **Supervisor**

- Decides if the AWS works for their mission
- Approves works schedules and submits the TAGNE 444-R to Technician Pay POC's
- Ensures employees are following the work schedule IAW MPD (HRO-17-001)
- Ensures TAG 127 is signed by the Employee and Certifier prior to certification in the Time and Attendance system

- **Employee**

- Upon employment the employee and supervisor determine the work schedule
  - New employee
  - Employee on Individual Development Plan
  - Safety
  - Leave violations
- Will request work schedule change NLT 2 weeks prior to the beginning of the next pay period
- Will remain in the established work scheduled for a minimum of 3 pay periods

# Telework

- Telework is a management tool, not an employee entitlement and does not change employment terms and conditions
  - Regular and Recurring
  - Situational – Most common
  - Emergency Situations
- All employees who are authorized to telework on a **Regular and Recurring** or **Situational** basis to include **emergency situations** shall have a telework agreement in place.
- Eligibility for all Nebraska Military Department employees (Technicians and AGR's) is determined by the Telework Manager (Deb Burling). It is also coded in DCPDS. Supervisor can run a report to see eligibility status.
  - Authorized employees who have completed DD 2946 DoD Telework Agreement and supervisor approval
  - Mandatory training for employees to telework: [http://hru.gov/course\\_catalog.aspx?cid=78](http://hru.gov/course_catalog.aspx?cid=78)
  - Telework Manager reviews form. Once approved forwards to tech pay. Maintains copy of training and completed agreement.
  - At a minimum the agreement should be reviewed every 2 years

# Telework FAQ's

[Can telework help an employee with child or other dependent care needs?](#)

**Telework is not a substitute for dependent care.** However, in keeping with the objectives of the [Presidential Memorandum - Enhancing Workplace Flexibilities and Work-Life Programs](#), telework is a valuable tool to individuals with caregiving responsibilities. Time saved commuting can be spent with family members, and the flexibility of being closer to home may enable caregivers to take less time off for activities like doctor's visits, school programs, etc. A teen-aged child or elderly relative might also be at home with the teleworker, after school or during the day, as long as they are independently pursuing their own activities

[Is it necessary for an employee who only teleworks on a case-by-case basis to have a written telework agreement?](#)

Yes, the Telework Enhancement Act requires every employee who participates in telework to have a written agreement, regardless of the type of telework.

**Link to Telework FAQ's**

<https://www.telework.gov/federal-community/telework-employees/telework-employee-faqs/>

# Federal Timekeeping Overview

- Army POC's
  - Mr. Aaron Svoboda, X8267
  - Ms. Denise Yoesel, X8196
- Air POC's
  - MSgt Deb Moore- X1101
  - Ms. Suzanne Baden, X1140
- Required documents
  - TAGNE Form 444-R-dated 1 October 2016
  - TAG 127
  - TAG 126, if applicable
  - DD 577, if applicable
  - ATAAPS System (ANG only)