

WORK SCHEDULES

There are a variety of work schedules available to employees in the GP Region. However, management reserves the right to establish a regular, fixed work week and/or shift operations in accordance with existing regulations as the work of the organization dictates. You may be granted the option to elect a 5/4-9 compressed, or flexible work schedule (see below) known as the gliding schedule with credit hours. A gliding schedule is an arrangement of working hours which allows employees to choose their starting time on a day-to-day basis as long as they complete their 8 hours from 6 a.m. to 6 p.m. In some cases the 4/10 work schedule is also available. The supervisor and employee work together to establish an appropriate work schedule.

Tour of Duty

An employee may be appointed on a full-time, part-time or intermittent basis under any of the types of appointments described in this handbook. A full-time employee works 40 hours per week or 80 hours a pay period. A part-time employee is one who is scheduled to work between 16 and 32 hours per week under a pre-scheduled tour of duty. An intermittent employee is one on less than full time basis with no prescheduled tour of duty. Part-time employees are eligible for all fringe benefits but intermittent employees are not.

Credit Hours

Credit hours are earned by working more than the established work schedules. Supervisory approval is required except in emergencies. There is a limit on the number of credit hours that can be earned and carried between pay periods. For a full-time employee that total is 24 hours. Part-time employees can accumulate credit hours equal to one-fourth of the bi-weekly hours the employee is scheduled to work. Hours that exceed the maximum will be lost. These hours receive no compensation. Only employees on a Gliding Work Schedule are eligible to earn credit hours. (This does not apply to employees with negotiated pay).

Compensatory Time

Compensatory time is time off from duty in lieu of paid overtime work performed. It is granted on the basis of one hour for one hour of overtime worked. The Fair Labor Standards Act and Title 5 of the United States Code dictate when compensatory time is granted.

Overtime

The payment of overtime is governed by the Fair Labor Standards Act and Title 5 of the United States Code.

If you have any questions regarding your work schedule, please contact your supervisor.