

D. C. DEPARTMENT OF CORRECTIONS
Office of the Director
Washington, D. C. 20001

DO 3040.3A
April 13, 1977
PERSD

DEPARTMENT ORDER NUMBER 3040.3A

Subject: Employees' Hours of Duty and Work Schedule

1. Purpose. To establish the Department's policy regarding hours of duty, workweek and work schedule for all General Schedule and Wage Schedule employees of the D.C. Department of Corrections.

2. Issuances Affected or Referenced.

a. Issuances Affected. This Order supersedes Department Order 3040.3, dated June 15, 1956.

b. References.

- (1) Chapter 12-A, District Personnel Manual
- (2) Chapter 610, Federal Personnel Manual
- (3) Title 5, U.S. Code, Sec. 6101, Sec 6102
- (4) D.C. Office of Budget and Financial Management, Time and Attendance Manual, dated December 1, 1974.

3. Definitions. For the purpose of this Order, the following definitions apply:

a. Standard Administrative Workweek. A period of seven consecutive days beginning with Sunday and extending through Saturday.

b. Regularly Scheduled Administrative Workweek. The regularly scheduled administrative workweek for full time employees is that period within the standard administrative workweek when such employees are required to be on duty regularly, and shall consist of the basic 40-hour workweek plus any period of overtime which will be regularly required of the employee.

c. Regular Basic Workweek. A period for General Schedule and Wage Schedule employees of not more than 40 hours per week to be comprised of five days, Monday through Friday, not to exceed 8 hours per day. The regularly scheduled hours during

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such period shall begin at 8:15 a.m. and end at 4:45 p.m., including a 30 minute lunch period.

4. Policy. To standardize the hours of duty of all employees as far as possible; and to provide each employee with a work schedule at least one week in advance of his/her assigned hours of duty. Further, to inform employees that they are required to adhere to scheduled hours of duty and report to their place of duty at the beginning of each work day (or shift) and upon completion of their authorized lunch period. Supervisors shall maintain control in the observance of official duty hours on the part of each employee under their supervision and insure that each employee renders a full day's service for a full day's pay received.

5. Delegation of Authority. Superintendents, Office Chiefs and the Chief of Industries are delegated authority to establish work schedules for employees under their supervision. This authority may be further delegated in writing to the Division Chiefs and Administrators. A copy of such delegation of authority will be filed with the Financial Document Control and Review Branch, Financial Management Division of the Office of Resource Management, within ten working days of the effective date of this Order.

6. Procedures.

a. Establishment of Work Schedule. Work schedules or tours of duty shall be established pursuant to the provisions of this Order. However, if it is determined by the Director that the Department or any of its organizational entities would be seriously handicapped in carrying out its functions or that costs would be substantially increased, work schedules and tours of duty shall be established in accordance with the following principles:

(1) Assignments to tours of duty shall be scheduled, in writing, one week in advance.

(2) The basic workweek of 8 hours per day, 40 hours per week shall, whenever possible, be scheduled over a five day period (Monday through Friday), and the two non-workdays shall be consecutive. In any case the 40 hours work of the basic workweek must be performed within a period of not more than six consecutive calendar days.

(3) The working hours of each day in the basic workweek shall normally be the same.

(4) The basic non-overtime workday shall not exceed 8 hours.

(5) The basic workweek shall not be altered because of the occurrence of a holiday.

(6) Daily tours of duty shall not be split by off-duty period of more than one hour.

(7) Changes in an employee's basic workweek or hours of duty shall be made for the purpose of serving the best interests of the Department and not for convenience of the employee.

(8) Changes in an employee's basic workweek or tour of duty shall not be made for brief periods of time or on short notice for the purpose of avoiding the payment of overtime.

b. Changes in Work Schedules. When it becomes necessary to change an employee's work schedule, written notification will be provided the individual employee and the Financial Document Control and Review Branch, at least one week in advance of such change. Upon the occurrence of a change, the Time and Attendance Report (D.C. Form 251) will be coded to reflect the revised scheduled tour of duty.

c. Correctional Officers Shift Rotation. No less than one week in advance of the semi-annual shift rotation of Correctional Officers (January and July of each year), an advance notice (roster) will be posted on the employee's bulletin board listing each Officer by name, shift to which assigned, and effective date of change. This roster will serve in lieu of individual written notification. In addition, when feasible, the notice will be read at each shift change for a minimum of two days. A copy of the notice will be forwarded to the Financial Document Control and Review Branch.

d. Exceptions to the Basic Workweek and Regular Hours of Duty. The Department's Correctional Force and other designated personnel are required to perform duties or render regular services during periods other than those established for the basic workweek, therefore, the following shift schedule is established for these employees:

<u>SHIFT DESIGNATION</u>	<u>TOUR OF DUTY</u>
First Shift (Midnight)	11:30 p.m. thru 8:00 a.m.
Second Shift (Day)	7:30 a.m. thru 4:00 p.m.
Third Shift (Evening)	3:30 p.m. thru 12:00 p.m.

e. Lunch Period. All employees will be authorized a 30 minute lunch period as scheduled by their supervisors. No other periods of non-duty, rest periods or so called breaks are authorized unless recommended by the Chief, Health Services Division on an individual basis.

f. Special Duty Tours for Educational Purposes. Special tours of duty of not less than 40 hours may be established at the request of an employee to enable him/her to participate in courses at nearby colleges, universities or other educational institutions whenever it is determined that:

(1) The course or courses being taken are not training as defined under Government Employees Training Act.

(2) The rearrangement of the employee's duty tour will not appreciably interfere with the accomplishment of the work required to be performed.

(3) Additional costs for personal services will not be incurred.

(4) Completion of the course will equip the employee for more effective work in the Department.

(5) Request for special duty tours will be reviewed by the Superintendents or Office Chiefs.

g. Scheduling Hours of Work to Avoid Conflicts with Attendance at Required Drills or Meetings of D.C. National Guard or Other Reserve Components. Statutory provisions entitling employees to military leave with pay for certain duty with the D.C. National Guard or other Reserve components of the Armed Forces do not apply when the employee is absent to attend required evening or weekend drills or meetings. When a Department employee is scheduled to work on an evening or weekend, and is simultaneously required to be absent from duty to participate in evening or weekend drills or meetings with the D.C. National Guard or other military component, his absence must be charged to annual leave, compensatory leave,

or to have without pay, as appropriate. However, an employee should not be forced to use his leave while absent for such purposes if the use of leave can be avoided by proper advance scheduling or by re-scheduling his civilian work assignment in the Department. Therefore, every effort should be made to schedule employees evening or weekend tours of duty to avoid any conflict with their required attendance at evening or weekend drills or meetings held by their National Guard or other reserved component of the Armed Forces. Furthermore, whenever schedule conflicts arise, the employee should not be asked or expected to make arrangements with another employee to cover his evening or weekend tour of duty. The responsibility for the assignment of work for the scheduling or re-scheduling of tours of duty, and for the assignment of any needed replacement to serve during an employee's absence rests solely with management.

7. Effective Date. This Order is effective upon receipt.


DELBERT C. JACKSON
Director

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