STATE OF GEORGIA
GEORGIA DEPARTMENT OF DEFENSE
1000 HALSEY AVENUE SE, BUILDING 447
MARIETTA GEORGIA 30060

NGGA-TAG

13 November 2024

MEMORANDUM FOR All Full-time Employees

SUBJECT: Georgia Department of Defense Work Schedule Policy

1. References:

a. DoDI 1400.25, Volume 610, (DoD Civilian Personnel Management System: Hours of Duty, Incorporating Change 1).

b. OPM, The Handbook on Alternate Work Schedules.

c. Georgia Labor Management Agreement, 13 March 2021.

2. This policy governs the work schedules for all Georgia National Guard fulltime employees including Military Technicians (Title 32), Federal Civilians (Title 5), Active Guard Reserve, Additional Duty Operational Support (ADOS) personnel, and State of Georgia personnel (hereinafter collectively called "employees"). The Georgia Department of Defense (GaDoD) establishes work schedules to meet mission needs first and to promote the quality of life for the work force.

3. The standard work schedule for the Georgia National Guard is 5 days per week, 8 hours per day ("5-8 schedule"). GaDoD business hours are Monday through Friday from **0800 to 1630** hours. Leaders are responsible for having worksites open to provide full service to both internal and external requirements during these business hours. Employees will work the standard work schedule unless an Alternate Work Schedule is approved by the respective Component Commander (hereinafter referred to as "Approval Authority"). Component Commanders may delegate approval authority no lower than the GaDoD's component Chief of Staff or Director of Staff. For activities including the Joint Staff, Human Resource Office, Office of the State Judge Advocate, Inspector General, and United States Property and Fiscal Office, the Adjutant General may delegate approval authority to the fulltime Director or Chief of the Joint Staff. For all State personnel, the Deputy Adjutant General may delegate approval authority down to the GaDoD's State Personnel Officer.

4. The standard work schedule can be modified for limited periods of time by a supervisor no lower than the first O5/GS-13 or State equivalent in the employee's supervisory chain (hereinafter "Local Supervisor") to meet unique mission requirements (e.g., night flying, periods of high OPTEMPO and/or deployment support, etc.). These

limited periods of time will not exceed two consecutive pay periods in duration. The Approval Authority must approve any additional concurrent periods of modification.

5. Authorized work schedules.

a. **For Active Guard Reserve:** AGR employees will adhere to the 5-8 work schedule. Unique missions may require additional hours of operation. AGR supervisors have the authority to require AGR and ADOS Soldiers and Airmen to work additional hours as required to accomplish assigned duties.

b. **For T32 Technicians, T5 Civilian, and State employees:** The Adjutant General authorizes three schedules that Approval Authorities may approve for T32 Technicians and T5 Civilian including the 5-8 basic work schedule, the 5-4-9 Alternate Work Schedule (AWS), and the 4-10 Alternate Work Schedule (AWS).

(1) The **5-8 basic work schedule** is comprised of five eight-hour days Monday through Friday.

(2) The **5-4-9 AWS** is an 80 hour per pay period schedule but allows for eight nine-hour days, one eight-hour day, and one normal day off (NDO) within each two-week pay period. The 5-4-9 AWS provides supervisors workforce focus to meet program goals while allowing employees work scheduling flexibility.

(3) The **4-10 AWS** is an 80-hour work schedule where the employee works four 10-hour periods for each week of the pay period. During this same two week pay period, the employee has two days approved and scheduled by the supervisor as a Regular Day Off (RDO).

(4) Authorized work schedules do not include a non-paid lunch period of 30 minutes, 45 minutes or 60 minutes, subject to the appropriate supervisor's approval. Georgia National Guard employees are not authorized to work through lunch as a means of leaving earlier than their approved work schedule.

c. Implementation of any AWS within the GaDoD is optional and must be approved in writing by the Approval Authority. The Approval Authority will only approve AWS when it is determined as beneficial to both the organization's mission and employee. The Approval Authority will review all approved AWS requests annually to ensure staff and supervision are appropriate for both GaDoD business hours and special mission requirements. Approved requests will be forwarded to the Human Resource Office for reporting purposes.

(1) Scheduled workdays under an approved AWS are part of the individual's established work schedule and will not be changed without written approval from the Approval Authority. Holiday schedules for all employees will be in accordance guidance from the GaDoD Human Resource Office, State Personnel Office, and the respective Approval Authority.

(2) In work areas with limited numbers of personnel, leaders must ensure adequate staff and effective supervision are present during business hours and any additional time needed due to critical mission requirements. If unable to achieve this requirement, the Approval Authority may limit employees in these work areas to use of the 5-8 basic work schedule.

d. An AWS may be terminated at any time for the following reasons:
The GaDoD is adversely impacted, reduced mission/readiness requirements, lack of productivity, increase in operational costs, or a decline in customer service. If supervisors or leaders find less than 100% of their internal and external customer needs are satisfied because of an AWS, the AWS will be terminated.

e. Local Supervisors may adjust employees' arrival and departure time as long as staffing and adequate supervision are present during business hours. Approval Authorities will approve these flexible work schedules in writing.

6. Additional instructions to supervisors and leaders.

a. T32 Technicians and T5 Civilian employees will be compensated for additional work time in accordance with appropriate technician pay and leave procedures.

b. Active Guard Reserve local supervisors may compensate individual AGR Soldiers by granting passes for exceptional performance or additional work performed and will be documented in the pay system of record. The Approval Authority will not approve organizational level passes (MSC, unit, directorate etc.) as a way of routinely extending paid time off. All organizational passes must be approved in writing by the Approval Authority or delegate and documented in the pay system of record.

c. Federal employee work schedule changes made based on mission requirements must be accomplished in accordance with 5 USC § 6101, CER 610.1, and the Collective Bargaining Agreement.

d. Unique missions may require temporary changes to the employee's work schedule. Temporary schedule changes will be submitted to the appropriate time and attendance manager in advance of the pay period affected. Employee schedule

changes will not be used for emergency situations, or for the sole purpose of awarding premium pay for Sunday, holiday, or shift work without corresponding mission requirements.

e. Employees will report for work at the duty location assigned for their position. Local Supervisors may approve temporary work locations at an alternate GaDoD facility for employees to meet organization mission requirements. Temporary work locations will not exceed one pay period without written approval from the Approval Authority.

7. The Human Resources Office will provide guidance and assistance in implementing the provisions of this policy upon request.

8. The point of contact for this memorandum is LTC McDougald, Director, HRO, at 678-569-5760, or via email patrick.h.mcdougald.mil@army.mil.

RICHARD D. WILSON
Major General, GANG
The Adjutant General