



MILITARY DIVISION, STATE OF IDAHO

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BOISE, IDAHO 83705-5004

**C.L. "BUTCH" OTTER
GOVERNOR**

**THE ADJUTANT GENERAL
GARY L. SAYLER**

NGID-TAG

9 May 2011

MEMORANDUM FOR ALL MEMBERS, IDAHO NATIONAL GUARD

SUBJECT: Technician Work Schedule Policy (IDNG-34)

1. The purpose of this policy is to set forth procedures and requirements for the Technician Work Schedule.
2. Please refer to the JFHQ-ID/J1HR Policy Letter, Technician Work Schedule Policy (attached).
3. Questions regarding this HRO Policy should be directed to the Human Resource Director at 208.272.4206

A handwritten signature in black ink, appearing to read "Gary L. Sayler".

GARY L. SAYLER
Major General
Commanding General

Attachment: JFHQ-ID/J1HR Policy Letter

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Electronic



**IDAHO NATIONAL GUARD
JOINT FORCE HEADQUARTERS
HUMAN RESOURCE OFFICE
4794 FARMAN ST., BLDG 442
BOISE, IDAHO 83705-8112**



JFHQ-ID-J1HR

31 March 2011

MEMORANDUM FOR All Full-Time Federal Employees of the Idaho National Guard

SUBJECT: Technician Work Schedule Policy

1. The purpose of this policy is to establish primary and alternate daytime work schedules for federal employees of the Idaho National Guard. Alternate Work Schedules (AWS) enable managers and supervisors to meet program goals while allowing employees more flexibility in scheduling personal activities. Swing or Night Shift schedules are covered under a separate policy.
2. The Human Resource Office is responsible for implementation and management of this policy for all federal personnel, both Army and Air, as applicable. Commanders and Directors at all levels will ensure the dissemination and execution of this policy.
3. There are three approved work schedules authorized for all Idaho National Guard employees:
 - a. The primary work schedule is ten 8 hour days over a two-week pay period, or;
 - b. The two authorized Alternative Work Schedules are:
 1. 5/4/9 schedule. This compressed work schedule comprises one 8 hour day, eight 9 hour days and one day off over a two-week pay period.
 2. Four 10 hour days per week on a Monday-Thursday, or Tuesday – Friday schedule with either Monday or Friday as the day off.
4. Regardless of which of the three work schedules is utilized, scheduled duty hours must fall wholly within the hours of 0630 and 1730 and be a single, continuous period of time from duty start to end of duty day. Duty hours must include a minimum 30 minute lunch break. Compensable military duty that overlaps any part of the scheduled technician duty hours must be covered by leave.

SUBJECT: Technician Work Schedule Policy- cont'd

5. Commanders and Directors at all levels are not authorized to deviate from established duty days and hours set forth in this policy without prior written approval from the AAG Air/Army or Chief of the Joint Staff, respectively. Requests for exception to these authorized schedules should be based on mission requirements and not solely on convenience for the Soldier / Airman. If an exception is approved, advance notice of change is required for bargaining unit employees according to the Collective Bargaining Agreement.

6. Technicians who are required by mission to work on their scheduled day off are entitled to compensatory time off. The purpose of compensatory time is to compensate employees for unintended or uncontrollable spikes in work requirements. It should NOT be used for the convenience of the employee to "bank" paid time off for a later date. Supervisors will complete the necessary paperwork in advance to authorize the technician to earn compensatory time. AGR personnel are not entitled to compensatory time off.

7. Technicians who are in an ABSENT-US status for 30 days or more will convert to the ten 8 hour day technician schedule. A technician's regularly scheduled administrative workweek while working, attending training, or attending a conference at a TDY location, the duration of which is at least 5 days, will normally be 10 eight hour days for the pay period containing the temporary duty.

8. Management will attempt to accommodate individual employees who find the established work schedule to cause a hardship. Hardship requests should include justification and be submitted through the supervisory chain to HRO. A decision will be made after consultation with the supervisor, Human Resource Officer and the Union (for bargaining unit employees).

9. Should there be any questions regarding this matter, please feel free to contact the undersigned at 272-4206.

<< Original Signed >>

**KEVIN K. DAWKINS, Col, IDANG
Human Resource Officer**