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HRDG 4610 - Tours of Duty - Section I

- Subsection B

Last Modified:

Subchapter 4610 - Tours of Duty

Section I - Nonstandard Tours of Duty

Subsection b - First-8-Hour Indefinite Tours of Duty

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First-8-Hour Indefinite Tours of Duty

Employees may be assigned to a first 8-hour indefinite tour of duty if the required workdays are known. The hours for starting and/or ending each workday may vary depending on industry/agency needs.

When practicable, the basic workweek will consist of 5 consecutive 8-hour workdays, Monday through Friday. However, private establishments to which service is provided may operate on other than a Monday through Friday basis. In such cases, and when necessary to accomplish program needs, an employee's basic workweek might, for example, be established as:

**Basic
Workweek**

- 8 hours daily, Sunday through Thursday, with Sunday premium pay of 8 hours; or
- 8 hours daily, Tuesday through Saturday; or
- 8 hours daily, Sunday (Monday and Tuesday off) and Wednesday through Saturday, with Sunday premium pay of 8 hours.

Note: Unless specifically defined otherwise, a day is the 24-hour period of midnight-to -midnight. An employee's workday may span 2 calendar days to meet the service needs of the industry.

**Weekly Work
Schedules**

If the need for service permits, employees will be assigned the same workdays each basic workweek. To the extent practicable and as service demands allow, duty hours should not vary from day to day within a workweek so as to constitute a total change from day shift to night shift.

**Daily Work
Hours**

The hours for each workday will be assigned as far in advance as possible, usually no later than the close of business on the preceding workday.

**Off-duty
Periods**

Supervisors should attempt to schedule a minimum off-duty period of 10 hours between daily tours, except when prevented by abnormal or unforeseen circumstances.

Use the following table to determine premium pay entitlements:

	If the hours worked are:	Then the time is payable as:	Use T&A Codes:
	The first 8 hours in a pay status on each workday	Regularly scheduled basic work hours.	01
	Between 6 p.m. and 6 a.m. including basic hours, regularly scheduled overtime, and any other overtime that is habitual and recurring due to the nature of the industry	Night differential. Note: Mixed-tour employees are entitled to night differential when working full-time or part-time schedules. Intermittent employees are not entitled to night differential.	11
	The first 8 hours in a pay status on each workday	Regularly scheduled basic work hours.	01
Premium Pay Entitlements	Nonovertime and performed on a Sunday by a full-time or part-time employee	Sunday differential (not to exceed 8 hours). Note: Intermittent employees are not entitled to Sunday differential.	04, 05 as appropriate
	Nonovertime and performed on a holiday, during a regularly scheduled daily tour of duty	Holiday pay (not to exceed 8 hours). Note: Employees will receive overtime pay or earn compensatory time, if requested and authorized, for irregular overtime work on a holiday.	31
	In excess of 8 hours in a day or 40 hours in a workweek and officially	Overtime	19, 21, 23, 24, 25, 26,

There are three types of overtime:

Regular (scheduled) overtime work is typically continuous with and serves to extend an employee's nonovertime hours and is ordered in advance of the administrative workweek; or is considered to be habitual and recurring due to the nature of the industry.

**Types of
Overtime**

Irregular or **occasional** (unscheduled) overtime work is all other overtime hours not meeting at least one of the criteria stated for regular overtime.

Suffered and **permitted** work occurs when an employee (FLSA nonexempt) performs work that is not ordered and approved, and the supervisor knows or has reason to know the employee is performing the work but does nothing to prevent it.

**Time and
Attendance
Coding**

Hours worked over 8 in a day are not included in computing hours of work in excess of 40 hours in a workweek. Under certain situations, (i.e., shifts spanning 2 days, leave without pay [LWOP] during the pay period, part- time or intermittent schedules) this may result in employees receiving overtime during the basic 40-hour workweek. For time and attendance reporting, the first 8-hours in each day are base pay, plus any applicable night/Sunday differential. Hours of work over 8 in a day, but within the 40-hour workweek, are coded as TC 19. The combination of base hours and hours over 8 in a day may not exceed 40. All hours worked over 40 for the week will be coded as overtime over 40, plus night differential, if applicable.

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