



TEXAS MILITARY DEPARTMENT
POST OFFICE BOX 5218
AUSTIN, TX 78763-5218
(512) 782-5001

FEB 10 2017

NGTX-JHR

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: (TMD P17-01) Texas Military Department (TMD) Workweek Policy

1. References.

- a. Title 32 United States Code Section 709, Technicians: employment, use, status
- b. NGR 600-5, the Active Guard/Reserve (AGR) Program, Title 32, Full Time National Guard Duty (FTNGD) Management, 21 September 2015
- c. ANGI 36-101, The Active Guard/Reserve Program, 3 June 2010
- d. TARNG Reg 690-600/TANG Reg 40-600: Civilian Personnel: Hours of Duty and Leave, 15 June 1983
- e. Texas Government Code, Chapter 658

2. Applicability. This memorandum applies to all full-time military and civilian TMD employees.

3. Purpose. To provide guidance on the workweek schedule for all full-time activities of the TMD, to maintain a customer focused organizational culture and remain postured for surged operations in support of state emergencies. This policy supersedes JFTX P08-14 Texas Military Forces (TXMF) Workweek Policy.

4. Policy. The standard TMD workweek is Monday through Friday with all departments being available during the core business hours of 0800-1600 daily.

- a. Exceptions to the standard TMD workweek are the TXARNG ground maintenance shops (CSMS, FMS, MATES, PPMS, and UTES) and the TXANG wings. Requests for other organizational exceptions must be forwarded to the Human Resource Office (HRO), or the State Human Resources Office as applicable.
- b. Authority for setting individual employee work schedules for full-time TMD employees is to be coordinated through the employees full time chain of command with the following caveats.

NGTX-JHR

SUBJECT: (TMD P17-01) Texas Military Department (TMD) Workweek Policy

(1) All full-time federal employees are required to be scheduled for either 40 hours a week or 80 hours in a bi-weekly pay period. Upon implementation of the Centralized Accounting and Payroll/Personnel System (CAPPS) Human Resources/Payroll modules, or no later than 1 July 2017, all civilian state employees must be scheduled for 40 hours a week.

(2) Supervisors may use a combination of scheduling options to cover the workweek. Compressed work schedules (4-10s) or flex schedules (5-4-9) are authorized. Regardless of work schedule approved, an employee's workweek must be contiguous.

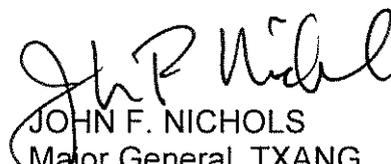
(3) All individual employee work schedules must be in the best interest of the TMD and must provide customer support and decision-making ability for the activity during TMD core business hours. Supervisors are responsible for ensuring that designated personnel are empowered to make decisions in the supervisor's absence.

(4) Approved work schedules for military technicians must adhere to existing collective bargaining agreements (CBA). Supervisors are required to coordinate with the labor relations section in the HRO prior to implementing any work schedule change to ensure compliance with existing CBAs.

(5) Altering an employee's work schedule solely to accommodate outside employment is not authorized.

5. This memorandum will expire two (2) years from the effective date of publication unless sooner rescinded or superseded.

6. Points of contact are the Human Resource Officer at (512) 782-5365, and State Human Resources at (512) 782-5133.


JOHN F. NICHOLS
Major General, TXANG
Adjutant General

DISTRIBUTION:

A
KATHERINE M. BROWN
CW3, TXANG
SIG - Policy



TMD
Official