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TAG POLICY LETTER
NO. 24-007*

15 December 2024

NEW JERSEY NATIONAL GUARD WORK-SCHEDULE MODERNIZATION

1. **PURPOSE.** This policy letter outlines the modernization of full-time work schedules across all New Jersey National Guard work centers. This initiative provides commanders and supervisors the autonomy required to manage their unit schedules to meet their mission needs, while granting employees increased flexibility in scheduling around their personal activities and commitments. The policy as outlined below is a pilot program that will be evaluated over a one (1) year period for mission impact and unit readiness considerations. Following the review period, this policy will become permanent until abolished or superseded.

2. **APPLICABILITY.** This policy applies to all NJNG Active Guard Reserve (AGR) members, Title 32 Dual-Status Military Technicians (T32), and Title 5 National Guard Employees (T5). Permanent, indefinite, and temporary employees are eligible for participation. Bargaining unit employees may participate in an Alternative Work Schedule (AWS) program only under the terms provided within their respective negotiated agreement (5 U.S.C. 6130(a) (1) and (2)). The terms of a negotiated agreement may take precedence over any agency proposed AWS.

This policy does not affect the requirement for AGR Soldiers and Airmen to participate with their units of assignment during Inactive Duty Training (IDT) periods and Annual Training (AT), to include deployments, special projects, and exercises. Additionally, compensatory time off for duty performed in excess of established working hours is not authorized for AGR Soldiers and Airmen. Special passes may be granted in these instances per AR 600-8-10 or DAFI 36-3003. As a reminder, AGR Soldiers and Airmen are available for duty 24 hours a day, seven days a week.

3. OVERVIEW.

a. Wing Commanders (in coordination and concurrence with the Director of Staff – Air), the Director of the Joint Staff, and the Chief of Staff – Army in charge of Army/Air Force units or organizations, are responsible for determining the (1) weekly schedule, (2) daily hours of operation, and (3) individual reporting requirements for all affected full-time employees within their organizations.

*** - This TAG Policy Letter supersedes Paragraph 7 of TPL 23-01, dated 23 March 2023.**

b. NJNG's authorized flexible hours are between 0600 and 1800, Monday through Friday.

c. Employees who elect to make changes to their work schedule must submit an updated Individual Alternate Schedule Request form to his/her first level supervisor for approval. The immediate supervisor will maintain a copy in the employee's work folder for record-keeping purposes.

d. A lunch break is an approved, 30-minute break in a non-pay and non-work status that interrupts a basic workday, or a period of overtime work for the purpose of permitting employees to eat or engage in permitted personal activities. The lunch period should normally be taken between 1100 and 1300. The lunch break will not be taken at the end of the workday to allow an employee to leave early without charging leave.

4. WORK SCHEDULES.

a. Compressed Work Schedule. A work schedule that completes the 80-hour biweekly work requirement in less than 10 days as determined by the unit or organization. The tour of duty for employees under a compressed work program is defined by a fixed schedule established by the organization.

b. The Adjutant General's preferred scheduled options are presented in the following order:

- (1) Option A: 4 Days per week – 10 Hours per workday; Monday SDO
- (2) Option B: 5-4-9 Compressed Work Schedule; Every other Monday SDO
- (3) Option C: 5 Days per week – 8 Hours per workday; No SDO
- (4) Option D: 5-4-9 Compressed Work Schedule; Every other Friday SDO
- (5) Option E: 4 Days per week – 10 Hours per workday; Friday SDO

c. Individual Alternative Schedule Request are requests to adjust an employee's work schedule to one that differs from the unit commander's scheduled option. These requests are often determined by needs of the employee (i.e. childcare, reasonable accommodation, etc.); however, unit commanders, directors, and administrative officers, may choose to establish alternative schedule requests for individual employees to meet mission requirements.

(1) Participation on an alternative schedule which deviates from the organization's scheduled option is not an entitlement and is subject to the discretion of the unit commander, directors, and administrative officers. In general, participation in an AWS is authorized while in a teleworking status.

(2) Approved alternative schedule requests must be submitted to each organization's respective Payroll/Time and Attendance representative (i.e. USPFO, CPTF, etc.) prior to the schedule change taking place.

(3) Requirements for participation:

i. A full-time employee must work 80 hours/biweekly pay period, or a multiple of this requirement, as determined by the unit commander, directors, and administrative officers. Units and organizations may also establish daily or weekly basic work requirements.

ii. A part-time employee works fewer hours than a full-time employee within a specified period of time, as determined by the organization consistent with 5 U.S.C. 3401 through 3408 and 5 CFR part 340. Commanders, in coordination with the NJNG HRO, will determine the number of hours a part-time employee must work during a compressed biweekly pay period.

5. **CORE WORKDAYS.** Designated periods of the week when all employees are expected to be physically at the duty location.

a. NJNG Commanders and Directors are expected to coordinate primary staff operations on Tuesdays, Wednesdays, and Thursdays as its Core Workdays. To meet this intent, organizational standing meetings shall be conducted during these on Tuesdays, Wednesdays, and Thursdays when at all possible.

b. To consolidate coordination amongst staff, Mondays will serve as the preferred Scheduled Day Off (SDO) for units without a mission-essential requirement on Mondays.

6. **BENEFITS AND ENTITLEMENTS.** All special pay authorities described in this section are applicable to T32 and T5 employees and must be approved in advance by the supervisor and is contingent upon availability of funding. To determine eligibility for the benefits outlined below, employees should consult with their servicing Human Resources Remote/Office.

a. **Overtime.** The accrual of overtime pay is authorized, contingent on the specific type of work schedule, and in accordance with the regulations outlined in the NJNG State Overtime Policy. For a full-time employee, overtime work consists of all hours of work more than the established compressed work schedule. For a part-time employee, overtime work must be hours in excess of the compressed work schedule for the day (more than at least eight [8] hours) or for the week (more than at least 40 hours).

b. **Compensatory Time.** The accrual of compensatory time is authorized, contingent on the specific type of work schedule. "Compensatory time-off" is time off on an hour-for-hour basis in lieu of overtime pay. Compensatory time off may be approved in lieu of overtime pay only for irregular or occasional overtime work by an "employee" as defined in 5 U.S.C. 5541(2) or by a prevailing rate employee as defined in 5 U.S.C. 5342(a)(2), but may not be approved for an SES member. Mandatory compensatory time off is limited to FLSA-exempt employees (who are not prevailing rate employees) whose rate of basic pay is greater than the rate for GS-10, Step 10.

c. **Holiday Pay.** Holiday premium pay for non-overtime work is limited to the number of hours normally scheduled for that day. A part-time employee scheduled to work on a day designated as an "in lieu of" holiday for full-time employees is not entitled to holiday premium pay for work performed on that day. A full-time employee prevented from working on a holiday (or an "in lieu of" holiday) is entitled to pay for the number of hours of the compressed work schedule for the employee on that day.

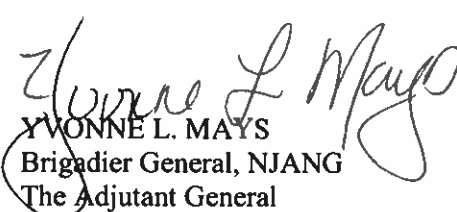
d. **Night Pay.** Scheduled hours worked between 1800 and 0600 on any work schedule require payment of night differential pay. However, if an employee has eight (8) or more hours available for work during daytime hours (i.e., between 6 a.m. and 6 p.m.) within the unit or organization established limits on when basic work requirement hours may be performed, he or she is not entitled to night pay because he or she voluntarily elects to work during hours for which night pay is normally required (i.e., between 6 p.m. and 6 a.m.).

e. **Sunday Pay.** A full-time employee who performs regularly scheduled non-overtime work, a part of which is performed on Sunday, is entitled to Sunday premium pay for the entire daily tour of duty, not to exceed eight (8) hours. It is possible for an employee to have two (2) daily tours of duty that begin or end on the same Sunday.

(1) A full-time employee is entitled to Sunday premium pay for the entire daily tour of duty, up to eight (8) hours, based upon electing to work any flexible hours on a Sunday. However, a unit or organization may preclude employees from working flexible hours on a Sunday.

(2) Part-time employees are not entitled to Sunday premium pay.

7. TERMINATION. Failure to follow agreed upon alternate schedule may result in reverting to the standard organization's schedule or disciplinary actions. This agreement is valid until commander determines accommodations are no longer compatible with mission needs, or other valid reason. If the supervisor finds that a particular work schedule has had an adverse unit or organization impact, the unit or organization must promptly determine not to continue the schedule. If the unit or organization and the union representing bargaining unit employees reach impasse over this determination, the impasse must be presented to the Federal Service Impasses Panel for resolution.


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