

**STANDARD OPERATING PROCEDURE
DISTRICT SUPERINTENDENT'S OFFICE (DSO) WORK SCHEDULE**

Purpose: To establish procedures and controls for the daily work schedule for employees at the Kaiserslautern District Superintendent's Office so that services are available to customers during official duty hours.

Applicability: This guidance applies to all district employees with their primary duty assignment at the district superintendent's office.

Reference: DOD Financial Management Regulation Volume 8, Chapter 2, Work Schedules.

Procedures:

1. Duty hours at the district superintendent's office must provide coverage during the core duty hours of 0730 to 1630 hours daily. Employees may stagger their duty hours between 0700 and 0800 at the beginning of the duty day and between 1600 and 1700 at the end of the duty day. To ensure coverage, employees may select one of the following flexible work schedules:

<u>Start</u>	<u>End</u>
0700	1600
0715	1615
0730	1630
0745	1645
0800	1700

2. Employees must schedule their lunch between 1100 and 1300 hours. Lunch hours must be staggered to ensure coverage in each area.
3. Employees will meet with their supervisor to identify their preference for both core duty hours and lunch hour. Once having selected starting and stopping times within the flexible work schedules listed above, the employee must adhere to these times. The supervisor is responsible for reviewing these requests and ensuring that coverage is provided. The supervisor may approve subsequent changes to an individual's duty and lunch hours after ensuring that coverage will be provided.

4. District Superintendent's Office duty hours will be posted annually to ensure that customers are aware of the official duty hours.
5. Compensatory time may be earned for specific special projects and must be approved in advance by the employee's supervisor and the district superintendent.

Controls:

1. Supervisor's review of bi-weekly time sheets.
2. Supervisor's review of compensatory time requests and subsequent approval/disapproval by the superintendent.
3. Annual posting of district superintendent's office official duty hours.

// original signed //

DR. DELL MCMULLEN
Superintendent