

BENJAMIN J. CAYETANO  
GOVERNOR



EDWARD L. CORREA, JR.  
MAJOR GENERAL  
ADJUTANT GENERAL

CLARENCE M. AGENA  
BRIGADIER GENERAL (HI)  
DEPUTY ADJUTANT GENERAL

STATE OF HAWAII  
**DEPARTMENT OF DEFENSE**  
OFFICE OF THE ADJUTANT GENERAL  
3949 DIAMOND HEAD ROAD  
HONOLULU, HAWAII 96816-4495

HIHRO

MEMORANDUM FOR SEE DISTRIBUTION

21 MAR 2002

SUBJECT: 5-4-9 Flexible Work Schedule

1. The State of Hawaii, Department of Defense, shall maintain a safe, healthy and positive work environment for all our employees. To fulfill this directive, I have authorized the 5-4-9 flexible work schedule for our full-time support personnel of the Hawaii Army National Guard.

2. In order to ensure we meet our mission requirements and maintain our support to our soldiers, employees and the public, the following guidelines will be implemented and followed in the Hawaii Army National Guard regarding the 5-4-9 flexible work schedule:

a. As the Adjutant General, I retain the right to prescribe work schedules necessary to meet the requirements established in Hawaii Revised Statutes, Federal and State mission requirements.

b. Our supervisors retain the right to schedule irregular tours of duty throughout the administrative workweek and the right to assign personnel to the appropriate modified work schedule. The exclusive bargaining unit representative will be given two weeks notice and the right to bargain over the impact and implementation of any changes to the 5-4-9 flexible work schedules.

c. Supervisors will make every reasonable effort to accommodate full-time support personnel request for exclusion from the 5-4-9 flexible work schedule based upon personal hardship. Personnel may request to remain or change to the standard 5 days, 8 hours work schedule due to personal hardship.

d. The default off day will be the second Monday of every pay period based upon the federal pay period calendar. If a holiday occurs on the second Monday, the preceding workday will be the designated in lieu of holiday (Friday).

## HIHRO

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e. Supervisors may designate another working day as the off day in order to accomplish mission requirements. However, once the designated off day is established, it cannot be adjusted or changed without my approval. The exclusive bargaining unit representatives will be notified in advance prior to schedule changes.

f. Full time support personnel using the 5-4-9 flexible work schedules may continue to utilize flexitour. Using flexitour, our employees are allowed to select starting and stopping times with their supervisor's approval. Once selected, the hours are fixed until the employee or agency agrees to select different starting and stopping times. Personnel may establish their start times between 0600 and 0800 hours.

g. There will be no "glide scheduling" of personnel using the 5-4-9 flexible work schedule.

h. Core hours for the agency will be 0900 to 1500 hours daily.

3. The United States Property and Fiscal Office (USPFO) will be responsible to ensure that all units are in compliance with this policy in addition to federal and state laws. The time and attendance cards will be monitored to ensure compliance with this policy. All work schedule changes will be submitted to the USPFO at least three weeks prior to the pay period that the change is taking place. (See enclosure)

4. This policy does not supersede any applicable collective bargaining agreement. Employees should refer to their collective bargaining agreement or inquire with their union representative for guidance regarding enforcement of the policy. Any grievances regarding this policy will follow collective bargaining agreements. Any disciplinary actions will be administrated in accordance with National Guard Regulation 600-5 and Technician Personnel Regulation (TPR) 752.


5. This policy is applicable to all HIARNG federal technicians, AGR personnel and State employees who are exempt from the Fair Labor Standard Act. The United Public Workers (UPW) bargaining unit members are exempt from this policy. This policy is effective immediately and will remain in effect unless superseded.

6. This revised work schedule policy is one of many positive steps we are taking to improve the working conditions in our department while simultaneously improving productivity. I encourage all efforts by supervisors and employees to foster a culture that continues to enhance job performance of our people. I will monitor this policy to ensure we continue to fulfill our duty and obligations to our community, state and country. If

**HIHRO**  
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you have any questions about this policy, please contact Colonel Joseph J. Chaves,  
Personnel Officer, at (808) 733-4118.

Encl:  
Work Schedule Change Sheet

  
EDWARD L. CORREA, JR.  
Major General, HIARNG  
Adjutant General

**DISTRIBUTION:**  
**A**

# WORK SCHEDULE CHANGE

SSN:

**NAME:**

**ACT UIC:**

DIST:

**EFFECTIVE DATE** \_\_\_\_\_

**T&A STATUS CODE:**

**AWS CODE:**

**\*\*\*\*\*PAY PERIOD TOUR OF DUTY\*\*\*\*\***

	SUN	MON	TUE	WED	THR	FRI	SAT
<b>WEEK 1</b>		_____	_____	_____	_____	_____	_____
<b>SHIFT</b>		___	_____	___	_____	___	_____
<b>NIGHT DIFF</b>	___	_____	___	_____	___	_____	_____
<b>WEEK 2</b>		_____	_____	_____	_____	_____	_____
<b>SHIFT</b>		___	_____	___	_____	___	_____
<b>NIGHT DIFF</b>			___	_____	___	_____	_____

**TIMECARD DESTINATION** \_\_\_\_\_

**UNGRADED EMPLOYEE: ROTATING SHIFT HOURS** (1)\_\_\_\_\_ (2)\_\_\_\_\_ (3)\_\_\_\_\_

\_\_\_\_\_  
**CERTIFYING OFFICIAL SIGNATURE**

\_\_\_\_\_  
**DATE SUBMITTED**

1. **AWS CODE:** Use "0" for not on 5-4-9 schedule and "6" for 5-4-9 schedule.
2. The "Effective Date" should be the **first day of the pay period** to be changed.
3. **Work schedule changes must be received by the CSR, O/USPFO-HI, three weeks prior to the start of the affected pay period.**