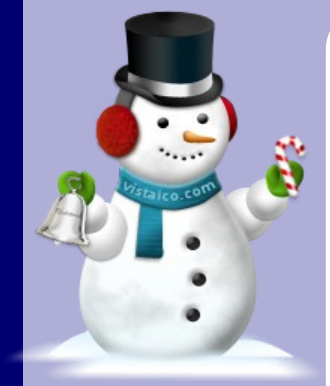
Manpower and Personnel Flight News

U.S. AIR FORCE
86th FORCE SUPPORT SQUADRON



INSIDE THIS ISSUE:

HR Advisory 2012-01	2
Civilian Payroll Info	2
Filing an Injury Claim	2
Reading Corner	3
Training Info	4
Retirement Info	4
What is RIF?	4
Defense Acquisition University	5
2013 Federal Holidays	5
Restoration of Annual Leave	5
The UMD	6
What is NAF Employment?	7
Non-US Employment News	8-12

A Message From our Flight Chief

Our Manpower and Personnel Flight wishes you and your family a safe Holiday Season and Happy New Year—Frohe Weihnachten und ein Gutes Neues Jahr!

Thank you for sending in your book suggestions and ideas! We have some great information and tips is this month's newsletter. Our APF Civilian Payroll office reminds employees and certifiers to ensure timecards are entered and certified in ATAAPS. The weather is changeable this time of year; if an employee is injured, note that DCPAS has updated their website and link. Also, check out the Employment section of the National Resource Directory at www.nrd.gov

Send any questions or ideas for our next newsletter to our ICE site here. Keep checking our Civilian Personnel Website for updates and you can also view previous editions of our Newsletters.

We look forward to our continued partnerships in 2013!
Christine Murray,
Manpower & Personnel Flight Chief

Notes: Holiday Time and W-2's

2012 Tax Statement Delivery Schedule

Pay customers of the Defense Finance and Accounting Service are scheduled to receive their 2012 tax statements between mid-December through January.

Most of the W-2 and 1099 forms will be available a week earlier via the online myPay pay account management system (https://mypay.dfas.mil/mypay.aspx) for active duty and reserve military members, retired military members, annuitants and federal civilian employees paid by DFAS. The civilian W-2s are scheduled to be on MyPay on 5 Jan 2013.

Christmas Eve Holiday

The President issued an Executive Order excusing executive branch non-Postal Service employees from duty on Monday, December 24, 2012, except those who, in the judgment of the head of the agency, cannot be excused for reasons of national security, defense, or other essential public need. http://www.chcoc.gov/transmittals/TransmittalDetails.aspx?TransmittalID=5212

People, Pride, Performance … Always!

HR Advisory Number: 2012-01

HR Flexibilities During Severe Weather and Other Emergency Situations
This advisory summarizes the regulatory requirements for authorizing excused absence or administrative leave for nonemergency employees who are prevented to work as scheduled or dismissed from work due to severe weather or other emergencies.
https://gum-crm.csd.disa.mil/ci/fattach/get/1715730/1327668631/redirect/1/filename/HR%20Advisory%202012-01.pdf

Civilian Payroll
Attention APF Timekeepers and Certifiers

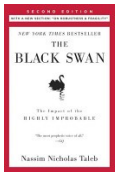
The Monday and Tuesday typically used by employees to input and concur personal time and attendance is falling on 24-25 December for Pay Period 1 (16 December - 29 December). If your unit is not working during this national holiday, please ensure each of your employees input his/her time in ATAAPS prior to the weekend. Also, please make sure at least one certifier for the entire unit is present on Wednesday, 26 December, as this will be the only day to certify the employees' time in ATAAPS. I want to remind you that, as a timekeeper, you have the capability and responsibility to pull ATAAPS missing time reports for your unit. These reports identify which employees have not been properly concurred and/or certified prior to the pay period's cut-off. Our technicians will not be working 24-25 December, so please help us help you by making sure all employees are good to go prior to the weekend. If you foresee any issues, please contact our civilian pay team.

Filing an Injury Claim

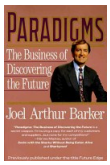
DCPAS announced 7 Dec 2012 that they have updated their website to include a new web address for supervisors to file their employees' injury claims. The new website is as follows: https://extra-net.apps.cpms.osd.mil/

Links to the previous EDI site should be deleted. Once on this page, the supervisor will additionally need to click on the field - "DIUCS: Supervisor Link" which will then take them directly to the required site for filing CA-1 and CA-2 forms online. Please send this new web address to all base supervisors and advise them to immediately save this as the new link to submit injury claims should an employee request to file an injury claim.

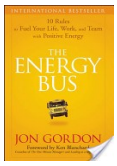
Reading Corner



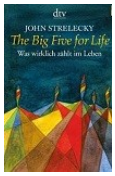
"The Black Swan: The Impact of the Highly Improbable", Nassim Nicholas Taleb
A black swan is an event, positive or negative, that is deemed improbable yet causes massive consequences.



"Paradigms: The Business of Discovering the Future", Joel Barker
We all know the rules for success in our business or professions, yet we also know that these rules--paradigms--can change at any time. What Joel Barker does in Paradigms: The Business of Discovering the Future is explain how to spot paradigm shifts, how they unfold, and how to profit from them.

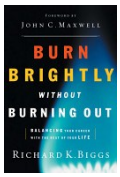


"Energy Bus", Jon Gordon
Takes readers on an enlightening and inspiring ride that reveals 10 secrets for approaching life and work with the kind of positive, forward thinking that leads to true accomplishment - at work and at home.



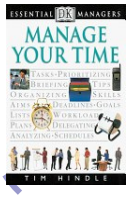
"The Big Five for Life": Was wirklich zaehlt im Leben", John Strelecky u. Bettina Lemke
Besonders ansprechend an diesem Buch: Es ist nicht wie ein trockenes, belehrendes Sachbuch, sondern wie ein spannender Roman geschrieben. Trotzdem findet man hier, wie in einem echten Ratgeber, Hilfstabellen, Zusammenfassungen und Merksätze. Damit lässt sich das Gelesene direkt in die Praxis umsetzen.

"Harvard Business Review: Work Life Balance" & "Harvard Business Review: Managing Stress", Multiple Authors
Since 1984, Harvard Business School Press has been dedicated to publishing the most contemporary management thinking, written by authors and practitioners who are leading the way.



"Burn Brightly Without Burning Out", Richard Biggs
Are you burning brightly-or burning out-in your spiritual, mental, physical, and emotional life?

"Aermel hoch! – Die 20 schwierigsten Fuerhungsthemen und wie Top-Fuehrungskraefte sie anpacken", Gudrun Happich
Besser als in vielen anderen Bücher dieser Art bringt Happich eine ganze Reihe wirklich kniffliger Situationen im Alltag eines Managers zur Sprache - und bietet auch in scheinbar ausweglosen Fällen nachvollziehbare Hilfestellungen an.



"DK Essential Managers: Manage Your Time", Tim Hindle
The most finite resource any manager has is time. This handbook teaches readers how to save and preserve their time by first understanding its limitations, and then showing them how to guard it.

Training

The USAF Supervisors Course is not required for prior military personnel who have completed the below listed Air Force or other Service equivalent courses in resident within the last five years:

1. Airman Leadership School
2. NCO Academy
3. Senior NCO Academy
4. Squadron Officer School
5. Air Command and Staff College
6. Air War College

Initial policy guidance issued required employees to present a certificate of completion or already have one of the courses listed above coded as completed training in DCPDS in order to not be required to complete the USAF Supervisors Course.

AFI 36-3202, Separation Documents Table 4, rule 24 identifies what should be included in Item 14 (Military Education) of the DD Form 214 which includes Professional Military Education and formal in-service training courses listed on the education training course announcement. If the member presents a DD Form 214 which indicates completion of the above mentioned courses within the last five years he/she may be waived from the requirement to complete the USAF Supervisors Course. In the event the DD Form does not provide the required information the employee must present a certificate of completion or have the course coded into DCPDS as completed training.

Retirement

Don't leave preparations to the last minute. There are some steps in retirement planning that you should not leave until late in the process:
For more information, click here: http://www.fedweek.com/retirement/

What is Reduction in Force (RIF)?

In the Federal government, layoffs are called a Reduction-in-Force or RIF. When an agency must abolish a position, RIF regulations determine if an employee keeps his/her present position or if the employee has a right to a different position.

Each agency has the right to decide which positions will be abolished and/or if a RIF will take place.

Abolishment of positions does not always mean RIF, the agency can apply other tools such as a management directed reassignment and early separation tools such as VERA (Voluntary Early Retirement Authority) and VSIP (Voluntary Separation Incentive Pay).

Training: Defense Acquisition University

Welcome to the Defense Acquisition University, a best-in-class corporate university for the Defense Acquisition Workforce. Everything we do at DAU is for you, the acquisition professional—from formal courses and continuous learning modules to knowledge sharing assets and consulting.
http://www.dau.mil/default.aspx

2013 Federal Holidays

Federal law found in 5 USC 6103 establishes the following public holidays for Federal employees. Most Federal employees work a Monday-Friday schedule. For these employees, the holiday is usually observed on Monday if the holiday falls on Sunday, or on Friday if the holiday falls on Saturday.

http://www.opm.gov/operating_status_schedules/fedhol/2013.asp

RESTORATION OF ANNUAL LEAVE
(POC: Employee Management Relations 478-6714)

All supervisors and employees are reminded that the leave year ends 12 Jan 2013. Lost annual leave can only be restored if lost was due to mission requirements, administrative error, or because of illness. However, to prevent forfeiture of "use or lose" leave, it must have been:

1. Requested;
2. Approved;
3. Scheduled in writing prior to Sunday, 2 Dec 2012; and
4. Cancelled by the organizational Commander due to exigency of the service.

REFERENCE: AFI 36-815, *Absence and Leave*

Employees who find themselves unable to use their excess leave may wish to consider donating it to the Voluntary Leave Transfer Program (VLTP) for the benefit of fellow federal employees who have medical emergencies. Please contact the Civilian HR Flight's Employee Relations Section at DSN 480-7608 for a list of approved VLTP recipients.

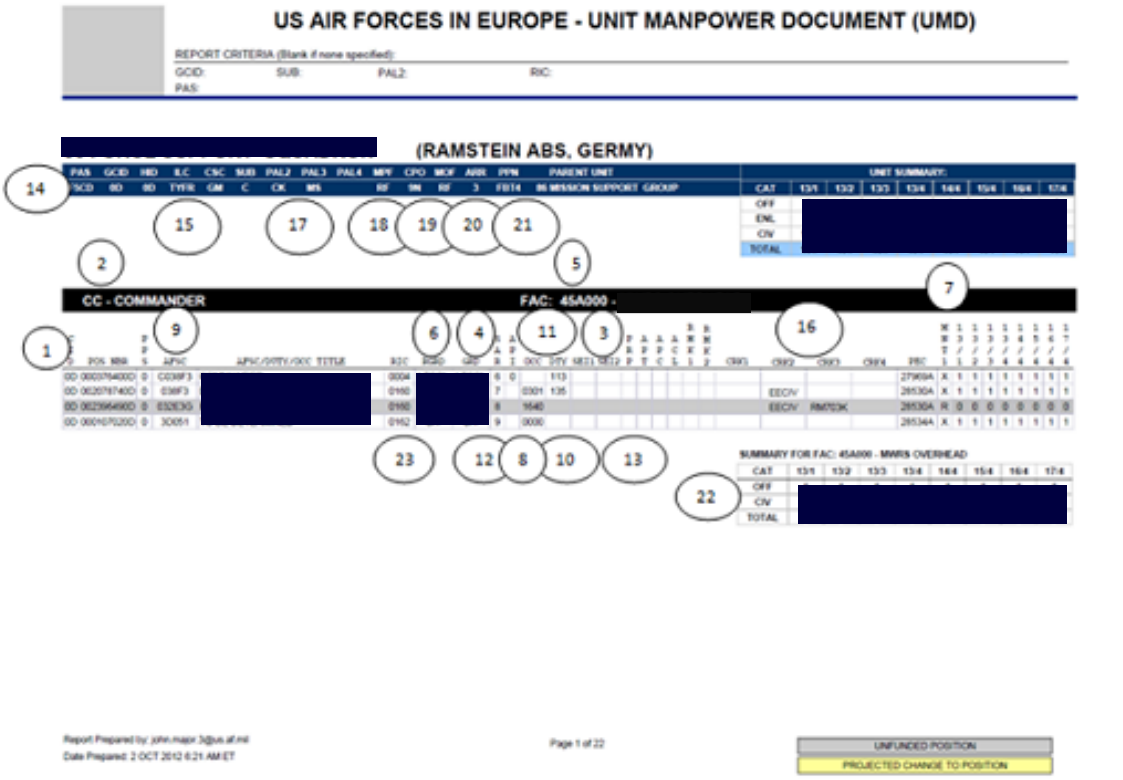
Please click http://www.ramstein.af.mil/shared/media/document/AFD-121218-004.pdf for the fact-sheet.

Manpower News

The Unit Manpower Document

The Unit Manpower Document (UMD) is designed to bring together, into a consolidated document, all pertinent manpower management information on authorized and required strength for each unit for panning purposes. Its purpose is to provide leadership a consolidated document detailing the organization structure, the number, skills, grade, and security requirements of manpower authorizations. Military and civilian personnel offices also use this database to develop products for personnel management. Position numbers on the UMD make it possible for the Military Personnel Section (MPS) and the Civilian Personnel Office (CPO) to combine assigned and authorized data to create the Unit Personnel Management Roster (UPMR) for military and the Position Control Register for civilians.

The UMD is not for wide distribution- it's For Official Use Only, it is source selection sensitive and contains perceptive information.



UMD Code Explanation

1. Command Identification Code
2. Organizational Structure Code
3. Special Experience Identifier
4. Current Grade
5. Functional Account Code
6. Required Grade
7. Manpower Type Code
8. Aircrew Position Indicator
9. AF Specialty Code
10. Authorized Duty Title Code
11. Civilian Employment Group
12. Security Access Requirement
13. Personnel Reliability Program
14. Personnel Accounting Symbol
15. Installation Location Code
16. Command Remarks
17. Personnel Accounting Level
18. Consolidated Base Personnel Office (MPF)
19. Central Civilian Personnel Office (CPO)
20. Manpower Office (MO)
21. Parent PAS Number
22. Summary of Positions for FAC
23. Resource Identification Code

USAF NAFJobs

What is NAF Employment?

NAF employment is considered federal employment. It is, however, different from federal civil service employment because the monies used to pay the salaries of NAF employees come from a different source. Civil service positions are paid for by money appropriated by Congress. NAF money, on the other hand, is self-generated by Air Force clubs, bowling centers, golf courses, and other activities that use NAF employees.

We have two types of NAF positions: "flexible" and "regular." Flexible employees have work schedules that depend on the needs of the activity. These employees may work a minimum of zero hours to a maximum of 40 hours per week, and do not receive benefits. Regular employees work between 20 and 40 hours a week depending on position requirements, and are entitled to receive benefits.

Human Resources Office Activity Scope

Services over 25,000 NAF positions at Air Force Installations worldwide

- Counsels and provides staffing, position classification, labor and employee relations services to supervisors of NAF employees
- Counsels and provides assistance to NAF employees
- Manages training program for all Division military members and employees
- Develops and schedules military ancillary training, home station training, and OJT program; monitors civilian ancillary training

Benefits

Employees with regular appointments are eligible for the following benefits and compensation: Health and life insurance, awards, retirement plan, 401(k), annual leave, sick leave, military leave, administrative leave, maternity leave, paternity leave, and court leave, overtime pay, holiday pay, Sunday premium pay, shift differential, workers' compensation, and unemployment compensation.

Employees with flexible appointments are eligible for the following benefits and compensation: Overtime pay, shift differential, awards, workers' compensation, and unemployment compensation.

Other Benefits: Generally, all Services programs (except dining facilities) may be used by individuals who contribute to the Air Force mission. Listed are some of the programs that may be available to you as an employee.

Activities and Programs

- Bowling Center Information,
- Ticket and Tour Office Off
- Base Recreation Area
- Golf Course
- Auto Skills Center
- Skills Craft Center
- Fitness Center
- Wood Skills Center
- Youth Center
- Equipment Rental
- Base Restaurants
- Child Development Center

Join the Team! http://www.nafjobs.org/

For other NAF News please click
http://www.ramstein.af.mil/shared/media/document/AFD-121218-001.pdf

Fehlerhafte Zuweisung von Tätigkeiten

Definition

Eine fehlerhafte Zuweisung ist eine ***inkorrekte*** oder ***unangemessene*** Anweisung eines Vorgesetzten an einen Arbeitnehmer, Haupttätigkeiten auszuführen, die nicht in der offiziellen Stellenbeschreibung niedergelegt sind. Auch umgekehrt kann es zu einer fehlerhaften Zuweisung durch Management kommen und zwar dann, wenn die offizielle Stellenbeschreibung Haupttätigkeiten enthält die gar nicht oder nur teilweise vom Arbeitnehmer ausgeführt werden.
Die Arbeitszuweisung ist kein „frei wählbares" Entscheidungsprogramm für die Festlegung von Aufgabenbereichen, vielmehr wird der Bedarf basierend auf Personalanforderungen/stärke, Aufgaben und Funktionen von der Luftwaffe ermittelt und festgelegt.

Gründe für fehlerhafte Zuweisungen:

- Das Versäumnis von Management die Tätigkeiten gemäß dem offiziellen Bedarf festzulegen, zu beschreiben und dem gemäß auch zuzuweisen.
- Managements Versagen vor der Zuweisung neuer Aufgabenbereiche an der offiziellen Stellenbeschreibung Änderungen vorzunehmen.
- Managements Hauptaugenmerk liegt eher auf der Person statt auf den tatsächlichen Anforderungen der Planstelle.

Faktoren die zu Fehlzuweisungen führen:

- zu langes zuwarten, bis Planstellen vom Non-US Zivilen Personalbüro (Eingruppierungsabteilung) überprüft werden statt rechtzeitig einen Antrag auf Stellenüberprüfung/veränderung einzureichen.
- schlechte, planlose Übertragung von Tätigkeiten und Verantwortlichkeiten
- übertrieben geschilderte Tätigkeiten in der Stellenbeschreibung
- sukzessive Ausdehnung von Tätigkeiten, aufgrund des Bestrebens und der Befähigung eines Mitarbeiters, höherwertige Aufgaben von anderen Mitarbeitern „an sich zu ziehen"
- Wegnahme bzw. Umverteilung von Aufgaben bei leistungsschwächeren Arbeitnehmern statt Durchführung entsprechender Personalmaßnahmen

Folgen von fehlerhaften Zuweisungen sind:

- geringere Effizienz
- niedrige Arbeitsmoral, Frustration und Beschwerden
- Unausgewogenheit der Eingruppierungs- und Gehaltsstruktur
- mögliche unsachgemäße Entlohnung für geleistete Arbeit
- ernsthafte Disziplinarprobleme

Fehlerhafte Zuweisungen sind ein Hinweis auf gravierende Fehlsteuerung von personellen

"Misassignment"

Definition

A misassignment is an ***incorrect*** or ***inappropriate assignment*** which occurs when a supervisor/ manager allows a subordinate employee to perform **major duties**, which are not recorded on the official job description or even the reverse situation. **That is:** describing major duties in the official core document which are not actually performed by the individual.
It is not a base-of-choice program as **assignment** decisions are based on mission and function requirements, manning needs and other factors determined by the **Air Force.**

Reasons for misassignments:

- Management's failure to officially assign and describe mission/function requirements in duty descriptions
- Management's failure to request official job description changes ***prior to assigning new*** duties on a continuing basis

"Misassignment" (2nd Part)

Reasons for misassignments:

- Management's main focus of attention on the person in the position versus position requirements

Contributing aspects leading to a misassignment:

- waiting until positions are reviewed by the Civilian Personnel Staff (Classification) rather than submitting a request to initiate change in a timely manner
- poor, haphazard assignment of duties and responsibilities
- inflated verbiage of duty description
- gradual accretion of duties due to employee's ambition and capability to assume higher-graded work of others
- in-official removal/shifting of duties from poor performers rather than taking performance based action

The consequences of misassignment:

- reduced efficiency
- low employee morale, frustration and grievances
- imbalance of grade levels
- improper compensation (pay) for work performed
- disciplinary problems

Misassignment indicates serious mismanagement of human resources and should be avoided by all supervisors.

Vorübergehende Übertragung höher zu bewertender Tätigkeiten / Befristete Höhergruppierung (§ 53Nr. 1 TVALII)

Wir bitten alle Vorgesetzten sich vor der Übertragung höherwertigerer Tätigkeiten unbedingt mit dem Personalbüro in Verbindung zu setzen, damit sichergestellt ist, dass die gesetzlichen und tariflichen Vorschriften eingehalten werden.

Die Übertragung höherwertigerer Tätigkeiten und die Höhergruppierung ist in §53, Nr. 1 TVAL II geregelt:

Wird einem Arbeitnehmer vorübergehend eine höher zu bewertende Tätigkeit übertragen, die ihn überwiegend in Anspruch nimmt, und hat er sie mindestens 30 zusammenhängende Kalendertage ausgeübt, so wird er mit Wirkung vom ersten Arbeitstag nach Ablauf dieser Zeit befristet höhergruppiert oder befristet in den Lohntarif/Gehaltstarif eingruppiert, dem seine Tätigkeit zuzuordnen ist.
Mit Ablauf der Befristung oder beim Eintritt des Ereignisses, das die befristete Übertragung der höher zu bewertenden Tätigkeiten beendet, kehrt der Arbeitnehmer auf seinen bisherigen Arbeitsplatz zurück, ohne dass es einer Änderungskündigung bedarf.

- Dabei muss seitens der Eingruppierungsabteilung überprüft werden, ob im Einzelfall zu mehr als 50% der Arbeitszeit höherwertigere Tätigkeiten ausgeübt werden.
- Seitens der Einstellungsabteilung muss überprüft werden, ob der/die Arbeitnehmer/in über die erforderlichen Qualifikationen verfügt.
- Zudem muss eine solche Maßnahme mit der Betriebsvertretung koordiniert werden.

Es ist daher dringend erforderlich vor der Übertragung höherwertigerer Tätigkeiten sich frühestmöglich mit dem Personalbüro in Verbindung zu setzen.

Temporary assignment of higher level duties / Temporary Promotion (Article 53, number 1 CTA II)

We ask all supervisors of Non-US personnel to contact the personnel office prior to assignment of higher level duties, in order to assure compliance with legal and tariff requirements.

The temporary assignment of higher level duties is stipulated in Article 53, number 1 CTA II:

If an employee is temporarily assigned higher level duties that take up the greater part of his or her time, and if he or she has performed these duties for at least 30 consecutive calendar days, he or she will be temporarily promoted or temporarily assigned to the wage or salary tariff that covers his or her duties effective the first workday following the 30-day period.
On expiration of the temporary promotion or with the event that ends the temporary assignment of higher-level duties, the employee will return to his or her previous position without the requirement for a notice of change in employment conditions.

- The classification section needs to check, if higher level duties are being performed for at least 50% of the employee's work hours.
- The staffing section needs to check whether or not the employee fulfills all qualification criteria
- In addition to that such personnel action needs to be coordinated with the works council.

Therefore it is imperative to contact the personnel office as early as possible prior to the assignment of higher level duties.

Planung und Erteilung von Jahresurlaub

Am Beginn eines jeden Jahres ist es sinnvoll und erforderlich, dass Vorgesetzte einen Jahresurlaubsplan erstellen, um fuer sich und die Belegschaft Planungssicherheit in bezug auf die Lage des Urlaubs zu erzielen.

Nachfolgend werden die Grundregel zur Jahresurlaubsplanung klargestellt.

LN Arbeitnehmer haben Anspruch auf 30 Arbeitstage Erholungsurlaub im Kalenderjahr, fuer Schwerbehinderte sind es 36 Tage. Davon ist nach dem geltenden Tarifvertrag TVAL II die Haelfte zusammenhaengend zu nehmen. Vorgesetzte haben in den ersten 3 Monaten des Jahres einen Urlaubsplan zu erstellen und ihre Arbeitnehmer innerhalb von 4 Wochen zu informieren, ob der Urlaub wie geplant genehmigt ist. Der Urlaubsplan soll persoenliche Wuensche der Beschaeftigten beruecksichtigen soweit dies die betrieblichen Erfordernisse zulassen. Der genehmigte Urlaubsplan ist sowohl fuer den Vorgesetzten als auch fuer Arbeitnehmer grundsaetzlich bindend.

Zur endgueltigen Genehmigung hat der Arbeitnehmer jedoch dem Vorgesetzten einen Urlaubsantrag (USAFE Form 857) vorzulegen. Wenn der beantragte Urlaub im Jahresurlaubsplan bereits vorgesehen war, hat der Vorgesetzte den Antrag grundsaetzlich zu genehmigen, es sei denn, dringende betriebliche Gruende erfordern eine Aenderung. Diese Genehmigung soll innerhalb von einer Woche erteilt werden. Will der Arbeitnehmer seinen Urlaub nicht so antreten wie im Jahresurlaubsplan vorgesehen, muss auch er wichtige persoenliche Gruende fuer eine Aenderung vorbringen koennen.

Bei Streitigkeiten zur Urlaubsplanung und -gewaehrung hat im uebrigen die Betriebsvertretung ein Beteiligungsrecht.

Bei Fragen zu Jahresurlaub wenden Sie sich

Planning and Granting of Annual Leave

At the beginning of each year it is reasonable and necessary that supervisors develop an annual leave plan to achieve certainty in planning for themselves and the work force regarding the scheduling of annual leave.

The following clarifies the principles of annual leave planning.

LN employees are entitled to 30 work days of leave each calendar year, severely handicapped employees are entitled to 36 days. IAW the tariff agreement CTA II at least half of the total entitlement has to be taken in a consecutive period. Supervisors will establish an annual leave plan in the first 3 months of the calendar year and will notify their employees within 4 weeks if the planned leave will be granted. The leave plan should take care of personal desires of employees to the extent operational requirements permit. The approved annual leave plan is generally binding for the supervisor as well as for the employee.

For final approval the employee, however, has to provide a leave request (USAFE Form 857) to the supervisor. If the requested leave was approved already in the annual leave plan, the supervisor will sign the request unless urgent operational reasons dictate a change. The approval should be granted within one week. Should the employee desire to take annual leave other than approved in the annual leave plan, he/she also has to provide important personal reasons for the change.

In case of disputes regarding annual leave planning or approval the Works Council has participation rights.

Please direct questions in this matter to 86 FSS/FSEL, DSN 480-5365/7153.

Befristete Arbeitsverträge – Wichtige Information für Vorgesetzte aller Ebenen

Die Richtlinien für befristete Arbeitsverträge sind im sogenannten **Teilzeit- u. Befristungsgesetz (TzBfG)** verankert. Obwohl dieses Gesetz schon seit Dezember 2000 in Kraft ist, ergeben sich immer wieder Fragen bzgl. der Interpretation dieses Gesetzes. Einige dieser Fragen werden hier nun beschrieben.

Was bedeutet "befristet"?
Ein befristeter Arbeitsvertrag wird für einen gewissen Zeitraum abgeschlossen. Er endet an einem vereinbarten Kalendertag oder bei Befristung mit Sachgrund endet er mit Eintreten des Ereignisses.

Für weitere Informationen über befristete Arbeitsverträge klicken Sie bitte http://www.ramstein.af.mil/shared/media/document/AFD-121218-003.pdf.

Temporary Employment Contracts – important information for supervisors at all levels

The conditions for temporary employment contracts are specified in the **Part-Time and Temporary Employment Act**. Although this law has been in force since December 2000, over and over again interpretation questions arise. Some of these questions are outlined below.

What does "temporary" mean?
A temporary employment contract is concluded for a certain period of time. It ends on a firm calendar day or if it is concluded for a material reason it expires once the purpose is reached.

For further Information about Temporary Employment Contracts please click http://www.ramstein.af.mil/shared/media/document/AFD-121218-002.pdf.

Bezahlte Freistellung an US-Feiertagen auch fuer Teilzeitarbeitnehmer

Wie bereits in den vergangenen Jahren, wird es auch fuer 2013 für die meisten Organisationen eine Betriebsvereinbarung für die Gewährung von bezahlter Freistellung an US-Feiertagen geben. Beginnend am 1. Januar 2013 bis zum 31. Dezember 2013 beträgt für die von der Vereinbarung Gebrauch machenden vollzeitbeschäftigten Arbeitnehmer die wöchentliche Arbeitszeit 40 Stunden von Montag bis Freitag. Nutzung der Vereinbarung und Lage der täglichen Arbeitszeit und der Pausen ist zwischen Arbeitnehmer und Vorgesetztem einvernehmlich festzulegen.

Die Vereinbarung gilt auch für Teilzeitarbeitnehmer. Deren Einarbeitungszeit für die Freistellung an den amerikanischen Feiertagen ist jedoch von Fall zu Fall zu berechnen. Hierbei ist zuerst die durchschnittliche tägliche Arbeitszeit des Arbeitnehmers zu ermitteln indem man die wöchentliche Arbeitszeit durch die Anzahl der wöchentlichen Arbeitstage teilt. (Beispiel: bei einem Arbeitnehmer mit 32 Wochenstunden, die er von Montag bis Donnerstag arbeitet, sind dies: 32:4=8 Stunden). Nun ist zu ermitteln, an wie vielen amerikanischen Feiertagen der Arbeitnehmer zu arbeiten hätte (in unserem Beispiel fallen im Jahr 2013 8 amerikanische Feiertage auf einen Wochentag zwischen Montag und Donnerstag). Durch Multiplikation der Anzahl dieser Tage mit der durchschnittlichen täglichen Arbeitszeit erhält man die Stundenzahl, die der Teilzeitarbeitnehmer einarbeiten muss (in unserem Beispiel: 8 mal 8= 64 Stunden). Diese Stundenzahl ist durch 46 Wochen zu teilen (dies sind die Wochen pro Jahr, in denen eingearbeitet wird – die 6 Wochen Jahresurlaub sind hierbei von den 52 Wochen des Jahres abzuziehen). Dieses Ergebnis ist die Stundenzahl, die pro Woche eingearbeitet werden muss (in unserem Beispiel: 64:46= 1,39 Stunden).

Wir weisen darauf hin, dass der jeweilige Vorgesetzte dafür verantwortlich ist, dass auch bei Teilzeitarbeitnehmern, die von der Freistellung an amerikanischen Feiertagen Gebrauch machen, die Berechnung der jeweils hierfür einzuarbeitenden Zeit für jeden Einzelfall korrekt vorgenommen wird.

Sollten Sie zu der Vereinbarung im Allgemeinen oder zu der erläuterten Berechnung Fragen

Paid Time off on US Holidays also for Part-Time Employees

As already in previous years, in 2013 shop agreements will again be in place for most organizations granting paid time off on US-Holidays. Starting 1 January 2013 to 31 December 2013 weekly work hours for full-time employees making use of these agreements are 40 hours from Monday to Friday. Use of the agreement as well as allocation of daily work hours and break times is to be determined amicably between employee and supervisor.

The agreement is also applicable for part-time employees. The required make-up time for their release, however, has to be calculated on a case by case basis. First, the average daily work time of the employee has to be determined by dividing the weekly work hours by the work days per week (e.g. for an employee with 32 work hours per week from Monday to Thursday the hours are 32:4=8 hours). Next step is to evaluate on how many US-holidays the part-time employee would be working (in our example in CY 2013 8 US holidays fall on work days between Monday and Thursday). Multiplying the number of these days by the average daily work hours results in the required number of make-up hours for the part time employee (in our example 8 x 8= 64 hours). Last step is to divide these hours by 46 weeks (these are the weeks per year, in which make-up time can be worked – the annual leave of 6 weeks has to be subtracted from the 52 weeks of a year). The result is the amount of extra hours which have to be worked per week (in our example 64:46= 1,39 h).

We point out that the respective supervisor is responsible for the correctness of calculation in every case where a part-time employee makes use of the agreement. If you have general questions or questions concerning the specific calculation as explained above please contact the Non-US Section, tel.: 480-5365/7153 or 06371-47-5365/7153.