



DEPARTMENT OF THE ARMY
HEADQUARTERS, 442D SIGNAL BATTALION
FORT GORDON GEORGIA 30905

COMMAND POLICY LETTER

ATZH-LCB

3 June 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy Letter #31 – DA Civilian Quality of Worklife Program

1. PURPOSE. The 442d Signal Battalion is committed to fostering an environment that not only responds to the various needs and goals of its employees, but is also conducive to a better quality of life in general.

2. APPLICABILITY. This policy applies to all assigned and attached DA Civilians within the 442d Signal Battalion.

3. REFERENCES.

a. MOA between US Army Signal Center and Fort Gordon, and Local 2017, American Federation of Government Employees, dated 31 January 1995.

<http://www.gordon.army.mil/cpac/cwsbu.htm>.

b. AR 600-63, Army Health Promotion, 14 April 2015.

c. Employee Assistance Program Brochure:

http://www.gordon.army.mil/asap/downloads/EAP_brochure.pdf

e. DDEAMC Health & Center Civilian Health Promotion Program (CHPP),

<http://www.ddeamc.amedd.army.mil/clinical/preventative/chpp.aspx>.

4. RESPONSIBILITIES.

a. The Battalion Commander will ensure the DA Civilian Quality of Worklife Program is in compliance with the collective bargaining agreement and all policies within the chain of command.

b. All military and civilian leaders must be aware of the programs and assist their personnel as required.

c. Supervisors will comply with this policy letter and ensure it does not conflict with unique mission requirements. Consult the battalion senior civilian for program questions/concerns.

5. COMPRESSED WORK SCHEDULE (CWS): A compressed work schedule consists of an approved work schedule composed of eight 9-hour workdays and one 8-hour workday. CWS allows for an additional non-workday within each bi-weekly pay period. Employees complete a basic 80-hour work period in less than 10 working days. Employees can submit a CWS request to the immediate supervisor using the form at enclosure 1 to this policy memorandum. Any deviations to this CWS must be approved by the battalion commander.

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6. ENVIRONMENTAL HEALTH: This Command promotes a supportive, safe, and healthy work environment and strives to achieve and sustain health-enhancing human environments that are protected from ergonomic, biological, chemical, and physical hazards, and are secure from the adverse effects of environmental threats. Any employee who identifies environmental risks in the workplace should immediately notify the chain-of-command. The chain-of-command is responsible to for final resolution or determination.

7. EMPLOYEE ASSISTANCE PROGRAM (EAP): The Employee Assistance Program brings together a variety of personal services. The program includes activities and counseling in the areas of personal finance, emotional and psychological problems, and substance abuse awareness and treatment. The primary focus of the EAP is to assist employees and their families who want help dealing with life-issues.

8. EMPLOYEE WELLNESS PROGRAM: Short periods of absence may be granted (not charged to leave) in limited instances where the health and/or physical activity is being officially sponsored by the Command. The Battalion Commander may grant limited (up to 1 hour/3 times a week) or one-time excused absences for organized physical activity or to receive training.

9. Points of contact:

a. 442d Signal Battalion Oversight Officer: 706-791-5079

b. 442d Signal Battalion Senior DA Civilian: 706-791-6238

c. Employee Assistance Program Coordinator: 706-791-5797

10. EFFECTIVE DATE: This policy replaces Commander's Policy Memorandum #31, dated 9 January 2015.

Ready Rapid Reliable

Encl 1

ERIC A. ANDERSON
LTC, SC
Commanding

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