

April 9, 2020

CH2004-08

From: Rhonda Connolly, Vice President  
Resource Management & Strategic Integration

To: CHPRC Employees (please cascade)

Subject: UPDATE TO WORK-CHARGING GUIDANCE

As always, all employees should code for actual hours worked.

#### Time Charging for CHPRC Employees

- All employees must be in a mobile-ready state (physically and mentally) to return to work within a reasonable amount of time, when requested, (approximately one hour for commute time) to remain eligible for **COV** time.
- Use the new, temporary attendance code, **COV**, if you are not performing any work on site, are not able to telework and are not on approved absence and/or leave.
- Only designated essential personnel (or those directed by your manager) should report to the worksite in person. These employees will use attendance code **RW** if they are at the worksite.
- If you are authorized to telework and have meaningful work to complete associated with the Hanford mission, you should continue to do so. These employees will use the attendance code **TRW** for time. Please refer to [PRC-MD-HR-54502](#) (*Temporary Alternative Work Locations*) for telework requirements.
- Whether your report to the worksite or are authorized to telework for only a partial day to complete your task/assignment, the time worked should be recorded using the attendance codes **RW** or **TRW**. The remainder of your regular shift, excluding any personal absences, should be recorded as **COV**.
- If you are unavailable to report to work on your regular shift, or perform your assignment (if authorized to telework) when requested, you should charge to the appropriate absence code (i.e., PTB, PTX, CTP, etc.) and should not charge to **COV**.
- In no case should **COV** time be used as a substitute for **PTB** or any other planned absence. Employees that would otherwise not be at work should

charge to the appropriate absence code (i.e., **PTB**) and should not charge to **COV**.

- If your absences require a formal return to work process, please refer to [PRC-PRO-HR-693](#) (*Return to Work after Personal Medical-Related Condition or Absence*) and [PRC-MD-HR-54514](#) (*Temporary Change to Return to Work Process*) for return to work instructions.
- Comp Time Worked (exempts only):
  - Comp time worked (**CWP**) hours should offset any **COV** hours in the same workday.
  - If **CWP** recorded during same week in which COV is recorded, employee should include reason in comment section as to why work could not be completed during the work week or deferred to following week. (Example: Not set up to telework until midweek and then required to work weekend to support DOE deliverable, or called in on Friday to support unplanned site activity.)

#### Subcontract or staff augmented personnel

- Subcontract or staff augmented employees who are authorized to telework or not subject to partial stop work may continue to perform work assigned and charge via standard authorized processes. For remaining staff augmentation, managed task, construction or ICWEA support work time without a specific task assignment, subcontractor personnel should follow charging and reimbursement instructions from their employer as provided by CHPRC Supply Chain.

I know we are in challenging times, so please continue working closely with your [HR Representatives](#) to address concerns and questions.