

Effective date: 08/01/2014

Revision date: 07/01/2021 – Removed verbiage on working remotely.

Purpose

ConocoPhillips (Company) supports the use of various work schedules that are designed to meet business and employee needs.

General Provisions

The standard work schedule for most office-based, [regular full-time](#) employees is 40 hours, worked over five days, Monday through Friday, eight hours per day. All employees are required to take a minimum 30-minute lunch break. For some work groups and positions, the weekend may be defined as days other than Saturday/Sunday.

The work schedules for nonoffice-based, regular, full-time employees will be set by management to meet the needs of the operations. Alternatives to the traditional full-time work schedule of Monday through Friday, eight hours per day may be available. A part-time schedule (usually less than 40 hours per week) may be available.

ConocoPhillips retains the right to establish and adjust work hours and schedules. Management may also establish and approve alternate work schedules for a specific work group, job classification or individual within their work group, and there is no promise or guarantee that an alternate work schedule arrangement will be offered if requested or continued if commenced. The establishment of alternate work schedules will be coordinated with Human Resources.

Additional guidelines are provided below, outlining specific alternatives to the standard Monday through Friday, eight hours per day, 40 hours per week work schedule:

9/80 Work Schedule

Purpose

9/80 is a type of alternate work schedule that allows full-time employees to work longer days for part of a set period in exchange for a day off each period.

Eligibility

[Regular full-time](#) employees are eligible if their business unit/function has adopted the 9/80 schedule and their supervisor has confirmed their eligibility. [Temporary](#) employees working a full-time schedule may be eligible to participate, if approved by management. Employees covered by a collective bargaining agreement, unless expressly provided for by the terms of the applicable agreement, are excluded. Employee participation is voluntary.

General Provisions

- New hires may request to participate when they join the company (within the first month).

- A change of position may result in a need for a new election form during the calendar year.
- A work group that is new or was previously unable to participate may elect to participate during the calendar year.
- Other requests to drop the program or change A/B scheduling during the year may be considered by the supervisor.
- A supervisor may discontinue an employee's participation in a 9/80 work schedule at any time.
- Click on Work Schedules for additional procedural information and Frequently Asked Questions.

Administrative Guidelines

In a standard 9/80, employees work nine hours per day Monday through Thursday and on alternate Fridays either work eight hours or are scheduled off (result: 80 hours worked over nine workdays vs. 10 workdays). ELT members may approve exceptions to the standard 9/80 structure based on business need.

Supervisors will determine which employees are assigned to schedule "A" and which are assigned to schedule "B" to ensure coverage. Changes between schedule A and B during the year will be considered only under exceptional circumstances. New participants must complete a full nine-day, 80-hour schedule before taking their first day off.

In order to maintain a schedule of 40 hours per week, the workweek for employees on a 9/80 work schedule begins at midday on Friday. Midday is defined as four hours after the start of the workday. This work schedule administratively groups four nine-hour days and four hours of the eighthour Friday into each workweek. This two-week schedule is depicted below. Bolded are the hours worked per day assigned to week one. Unbolded are the hours worked per day assigned to week two.

M T W Th F Sa Su	Weekly Total	M T W Th F Sa Su	Week Total	2-Week Total
9 9 9 9 4/4 – –	40	9 9 9 9 Off – –	40	80

All employees are required to take a minimum 30-minute lunch break in addition to the 9 hours of work. Off days associated with the 9/80 schedule must be taken on the Friday in the workweek they occur. Employees are not guaranteed the ability to take each of their scheduled Fridays off.

Holidays

When a holiday falls on a Friday that employees are not scheduled to work, the holiday for those impacted will be moved to the previous workday.

Timekeeping

Please refer to [Time Off and Pay](#) and [Time Off and Pay Policies](#) for additional information on timekeeping requirements.

All Employees

- No timekeeping entry is needed to record a 9/80 day off since it is not a regularly scheduled workday.
- When an employee takes vacation on a scheduled nine-hour day, nine hours should be recorded. When an employee takes vacation on a scheduled eight-hour day, eight hours should be recorded. The same

procedures will be used for recording time off for other reasons (e.g., short-term disability, jury duty, serious illness in family, no pay, etc.).

Nonexempt Employees

- Nonexempt employees will report nine hours of regular earnings when working a regularly scheduled nine-hour day (i.e., M-Th) and eight hours of regular earnings when working a regularly scheduled eight-hour day (i.e., Friday) on their timesheet using the appropriate CATS attendance code.
- When directed to work on a scheduled day off, nonexempt employees will be paid for the hours worked. The overtime rate will apply if working the scheduled day off results in more than 40 hours being worked in a workweek. (Refer to the Basic Overtime Policy.)
- Several states have additional requirements pertaining to daily overtime. Please contact HR Connections to be routed to the Payroll department if you have specific questions about overtime in each state.

19/30 Program

Purpose

The 19/30 program allows full-time employees to work longer days during the month in exchange for a day off each month.

Eligibility

[Regular full-time](#) employees are eligible if their business unit/function has adopted the 19/30 schedule and their supervisor has confirmed their eligibility. [Temporary](#) employees working a full-time schedule may be eligible to participate, if approved by management. Employees covered by a collective bargaining agreement, unless expressly provided for by the terms of the applicable agreement, are excluded. Employee participation is voluntary.

General Provisions

- New hires may request to participate when they join the company (within the first month).
- A change of position may result in a need for a new election form during the calendar year.
- A work group that is new or was previously unable to participate may elect to join during the calendar year.
- Other requests to add or drop the 19/30 program during the year can be considered by the supervisor.
- A supervisor may discontinue an employee's participation in the 19/30 program at any time.
- Click on [Work Schedules](#) for additional procedural information and Frequently Asked Questions.

Administrative Guidelines

To participate in the program, employees must work an extra 30 minutes each day. (All employees are required to take a minimum 30-minute lunch break in addition to the 8.5 hours of work.) Employees choose, with prior supervisory approval, which day that month they want as their "off day." Employees are not required to work a specific amount of days during the month prior to requesting the use of a 19/30 day.

Timekeeping

Please refer to [Time Off and Pay](#) and [Time Off and Pay Policies](#) for additional information on timekeeping requirements.

All Employees

- Participants should record the 19/30 day off, when taken, in CATS using attendance code 0082, recording eight hours for a full-day absence.
- When an employee takes vacation, eight hours should be recorded for a full-day absence. The same procedure will be used for recording time off for other reasons (e.g., short-term disability, jury duty, serious illness in family, no pay, etc.).
- When an employee is absent from work, no makeup is required for the additional 30 minutes not worked on that day.

Nonexempt Employees

- Nonexempt employees will report 30 minutes of overtime, when worked, each day on their timesheet using CATS attendance code 0010 – regularly scheduled overtime.
- Earnings for salaried nonexempt employees will be reduced by one day's pay for the 19/30 day off.
- When directed to work and unable to take a 19/30 day off, nonexempt employees will be paid for the hours worked. Report the hours worked. No reduction will be taken.
- Participants must take time off each month in order to maintain participation in the program.
- Life Insurance and LTD Insurance value and premiums will be calculated on base salary and regularly scheduled overtime, excluding the daily half hour overtime resulting from the 19/30 program.

Core Hours

Core hours are designated to specify the latest acceptable starting time and earliest acceptable departure time in locations where offered. [Regular full-time](#) office-based employee work schedules are structured around the core hours of 9 a.m. through 3 p.m., Monday-Friday. Employees can work with their supervisor to set their start time and end time around the core hours. For example, an employee working a standard eight-hour day could start their day in the office at 7 a.m. and end their day at 4 p.m., assuming a one-hour lunch.

Management may vary work group core hours for office-based employees due to business needs.

Telecommuting

For the Company's purposes, telecommuting is defined as an arrangement reached between the Company and an employee that allows the employee to work predominately outside of a ConocoPhillips office location. The option to telecommute is approved in very limited circumstances and requires a strong employee need and business justification. Telecommuting is not a companywide benefit. Telecommuting arrangements require the approval of the business lead and the HR General Manager. A signed agreement is also required. Any telecommuting arrangement may be discontinued at will and at the request of either the employee or the Company with appropriate notice as is required in the telecommuting agreement.

Questions

If you have questions, contact [HR Connections](#). For immediate assistance, call 877-812-7547.

The Company establishes programs, policies and procedures appropriate to the business needs and requirements of its various operations and organizations (the "Policies"). Different Policies than those shown here may apply to subsidiary company employees based on business needs, local customs, contractual agreement, or legal requirements. The Company reserves the right to change, amend, or terminate any of the Policies at any time, without notice, subject to applicable law and/or the terms of any applicable collective bargaining agreement or contract. The information provided is not

intended to supersede applicable local, state or federal law or the terms or provisions of any current collective bargaining agreement. In the event of conflict, the law or collective bargaining agreement shall prevail. If there are any discrepancies or conflicts between this information and the terms of the official Policies or any underlying insurance contracts, the official Policies and insurance contracts will control your actual benefits. Employees should confirm that the Policies accessed here apply to them and/or their organization before taking any actions.