

# Reclamation Manual

## Directives and Standards

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<b>Subject:</b>	Work Schedules (WSs) and Hours of Work
<b>Purpose:</b>	Establishes requirements governing WSs and hours of work. Employees benefit by having flexibility in their WS choices, and the Bureau of Reclamation benefits through increased employee effectiveness and morale.
<b>Authority:</b>	5 United States Code (USC) 34, Part-time Career Employment Opportunities; 5 USC 53, Subchapter IV, Prevailing Rate Systems; 5 USC 55, Pay Administration; 5 USC 61, Hours of Work; 5 CFR Part 340, Other than Full-time Career Employment (Part-time, Seasonal, On-Call, and Intermittent); 5 CFR Part 532, Prevailing Rate Systems; 5 CFR Part 550, Pay Administration; 5 CFR Part 610, Hours of Duty; Office of Personnel Management (OPM) Handbook on Alternative Work Schedules, December 1996; OPM's Labor- Management Relations Guidance Bulletin on Negotiating Flexible and Compressed Work Schedules, July 1995; OPM's Handbook, Human Resources Flexibilities and Authorities in the Federal Government, August 2013; OPM's Guide to Processing Personnel Actions; and the Department of the Interior Personnel Bulletin 09-14, Alternative Work Schedules, October 2009)
<b>Approving Official:</b>	Deputy Commissioner, Policy, Administration, and Budget
<b>Contact:</b>	Human Resources Division, Human Resources Policy Office (84-12100)

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1. **Introduction.** In accordance with Federal statutes and regulations, Reclamation provides requirements supporting a strong commitment to the value of Work Schedules (WSs) and hours of work options and their proper use. This Directive and Standard (D&S) allows employees and their managers or supervisors opportunities to design WSs to achieve Reclamation's mission needs while addressing employee needs. As employees gain greater control over their time, they can, for example, balance work and family responsibilities more easily, become involved in volunteer activities, and take advantage of educational opportunities. The employee benefits provided by WSs and hours of work choices are also valuable recruitment and retention tools.
2. **Applicability.** This D&S applies to all Reclamation employees. Where an exclusive bargaining unit exists, establishment of or changes to WSs and hours of work, including Alternative WSs, are subject to the provisions of applicable collective bargaining agreements (CBAs).
3. **Performance Requirement.** The mission requirements, organizational goals and objectives of Reclamation, as well as the established performance expectations of individual employees, must continue to be met when an office establishes WSs and hours of work options. If, at any time, organizational effectiveness, productivity, efficiency, or individual performance is negatively impacted, as determined by a manager or supervisor, WS

# Reclamation Manual

## Directives and Standards

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arrangements will be restricted or terminated as necessary, in accordance with established law, regulation, Departmental policy, and/or applicable CBAs.

### A. Reclamation Leadership Team (RLT) Member and Local Office Written

**Implementing Instructions.** Each Region, the Washington Office, and the Denver Directorates must establish WSs and hours of work written implementing instructions, including subsequent Regional, Washington Office, and Denver Directorate organizational entities as applicable, within 180 days of this D&S being published or revised. The written implementing instructions will include the following required elements; however, as noted, the Regions, Washington Office, and Denver Directorates have discretion in defining the following required elements:

- (1) Requirements for implementation, coverage (e.g., employees with an established basic work requirement), and exceptions to coverage (e.g., a CBA negotiated between Reclamation and a union);
- (2) WSs and hours of work options available to employees including specifically addressing the geographic locations where the available WSs reside (see Paragraph 4.);
- (3) Flexible hours (see Paragraph 10.N.);
- (4) Locally established core hours (see Paragraph 5.);
- (5) T&A procedures, including a time accounting method for documenting Alternative WSs (see Paragraph 10.CC.);
- (6) Business hours and back-up coverage for customer service purposes, which includes an adequate level of office coverage; and
- (7) Procedures for terminating WSs.

4. **WSs and Hours of Work Options.** To the maximum extent possible, manager and supervisors must consider when establishing employee WSs, whether the WSs will include hours that would unnecessarily obligate Reclamation to pay premium pay, such as night differential and Sunday premium. The following WSs and hours of work options are available to employees at the discretion of the Regions, the Washington Office, and the Denver Directorates. The types of WSs and hours of work options must be included within the RLT member/local office written implementing instructions, including specifically addressing geographically where the available WSs reside. For more information, see Appendix A, Comparison of Work Schedule Options.

# Reclamation Manual

## Directives and Standards

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### A. Available Fixed Full-Time and Part-Time, Seasonal and Intermittent WSs.

- (1) **Fixed Full-Time WS.** Employees assigned to a full-time WS will work 40 hours per week for a total of 80 hours per pay period unless they have been approved to work under an Alternative WS.
- (2) **Fixed Part-Time Career (tenure group I and II, competitive and excepted service appointments) WSs.** Employees assigned to a part-time WS will work between 16 and 32 hours per week, 32 and 64 hours per pay period. Pathways Intern-indefinite appointments (excepted service, tenure group II) may work between 1-15 hours each week as necessary to meet program requirements. However, employees previously approved to work non-traditional part-time WSs (i.e., WSs that deviate from these parameters) may retain them until they permanently vacate their present position via reassignment, promotion, change-to lower grade, transfer, reduction-in-force, etc. Managers and supervisors who fill vacancies formerly occupied by employees working non-traditional part-time WSs are not authorized to approve such WSs for their new employees or for any current Reclamation employee.
- (3) **Seasonal WS.** Employees assigned to a full-time, part-time or intermittent seasonal WS work annually recurring periods of work less than 12 months each year, and the number of hours associated with the specific WS choice (i.e., 40 hours a week for full-time, etc.).
- (4) **Intermittent WS.** Employees assigned to intermittent WSs perform work as needed without a regularly scheduled tour of duty, when the nature of the work is sporadic and unpredictable.

### B. Available Alternative WSs.

- (1) **Compressed WS.** This type of Alternative WS requires a schedule where the employee will fulfill the basic work requirement in less than 10 workdays in the pay period. Start and end times are fixed, and there are no core or flexible hours, or flexible lunch or flexible break periods. If an employee is not at work, they must account for the time by using approved leave or other excused absence. For bargaining unit employees covered by a CBA, establishing, changing, and/or terminating any Compressed WS shall be subject to the provisions of the terms of the CBA. Credit hours cannot be earned on a Compressed WS. Employees electing to work a Compressed WS are required to document their time with a locally designated time accounting method (see Paragraphs 10.CC.) each pay period. Employees can select, with prior manager or supervisor approval, one of the following Compressed WSs:
  - (a) **Compressed 5/4-9 WS.** Employees work eight 9-hour days, one 8-hour day, and have one regular day off (RDO) per pay period. The employee,

# Reclamation Manual

## Directives and Standards

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- in consultation with the manager or supervisor will establish a start time, end time, lunch period, and RDO, which are fixed at the time the schedule is established. The 8- or 9-hour days worked must be chosen as consecutive hours between 6:00 a.m. and 6:00 p.m. with a 30- to 60-minute designated lunch break at mid-point of the workday.
- (b) **Compressed 4/10 WS.** Employees work four 10-hour days and have one RDO each week of the pay period. The employee, in consultation with the manager or supervisor will establish a start time, end time, lunch period, and RDO, which are fixed at the time the schedule is established. The 10-hour days worked must be chosen as consecutive hours between 6:00 a.m. and 6:00 p.m. with a 30- to 60-minute designated lunch break at mid-point of the workday.
- (2) **Flexible WS.** These types of Alternative WSs combine maximum employee flexibility with the ability of Reclamation to meet operating needs and provide high quality customer service. Flexible WSs consist of workdays with (1) core hours and (2) flexible hours. Core hours are the designated period of the day when all employees must be at work or on approved leave or other excused absence. Flexible hours are the part of the workday between 6:00 a.m. and 6:00 p.m. when employees may choose to flex their start and end times, consistent with locally established core hours. For bargaining unit employees covered by a CBA, establishing, changing, and/or terminating any Flexible WS shall be subject to the provisions of the terms of the CBA. Employees electing to work a Flexible WS are required to document their time with a locally designated time accounting method (see Paragraphs 6 and 10.CC.) each pay period. Employees can select, with prior manager or supervisor approval, one of the following Flexible WSs:
- (a) **Gliding Schedule.** Full-time employees establish flexible start and end times, consistent with locally established core hours, as identified in RLT member/local office written implementing instructions, in each of 10 workdays in the pay period. Part-time employees with a basic work requirement between 32-64 hours (for more information see Paragraph 10.U.) per pay period, select start and end times within the established flexible hours (6:00 a.m. to 6:00 p.m.).
- (b) **Maxiflex.** Employees establish flexible start and end times consistent with locally established core hours on at least 3 days of the basic workweek and within flexible hours (6:00 a.m. and 6:00 p.m.). There is no daily or weekly basic work requirement, except for fulfilling locally established core hours on at least 3 days of the basic workweek. Employees must work or account for their whereabouts, by approved leave or other excused absence, to meet the full-time, 80-hour basic work requirement. Employees may vary the number of hours they work each

# Reclamation Manual

## Directives and Standards

day and each week and includes no more than 2 non-workdays off per pay period. Employees working under this type of Flexible WS must gain approval from their immediate manager or supervisor for their "planned" schedule before the beginning of each pay period. Managers and supervisors must establish the method for their employees to obtain prior approval of the "planned" schedule. Credit hours and premium pay may be earned with prior manager or supervisor approval but will not accrue until the 80-hour basic work requirement is met.

5. **Core Hours.** For flexible WSs, the Regions, the Washington Office, and the Denver Directorates will establish local core hours within the RLT member/local office written implementation instructions. At a minimum core hours must include the times from 9:30 a.m. to 11:00 a.m. and from 1:30 p.m. to 2:30 p.m., however, the broadening (e.g., 9:00 a.m. to 3:30 p.m.) of these hours is permitted as the regions, the Washington office, and the Denver Directorates determine necessary for meeting mission requirements.
6. **Time Accounting Method/T&A Reporting.** At a minimum, Reclamation's electronic T&A system serves as a time accounting method as required by 5 CFR 610.404. Regions/Offices have discretion for implementing additional time accounting methods (i.e., a Work Report System, sign-in/sign-out sheets, Flexible WS daily timesheet, etc.) as determined necessary for documenting the employee's entitlement to pay by showing the number of hours of duty, attendance, and the nature and length of absences. Employees will use Reclamation's electronic T&A system to enter their T&A information including entering justifications for each instance of approved credit hours and premium pay worked. Managers and supervisors will approve earned credit hours and premium pay, and the credit hour and premium pay justification(s) in the T&A system when approving T&A records.
7. **Establishing and Documenting Changes to Employee WS and Hours of Work.** For bargaining unit employees covered by a CBA, establishing, changing, and/or terminating any WS shall be subject to the provisions of the terms of the CBA.
  - A. **Establishing Employee WSs and Hours of Work.** Establishing employee WSs and hours of work shall occur within the first two pay periods of employment with Reclamation. Form No. 7-2640 (see Appendix B) will be used to document all requests and approvals of employee WS and hours of work choices. An approved copy of Form No. 7-2640 must be submitted to the employee's timekeeper and the servicing HR office for establishing the WS and hours of work in the electronic T&A system and FPPS.
  - B. **Changing WSs and Hours of Work.** Requests for changes from one tour of duty to another, for temporary or permanent reasons, are to be made before the beginning of the pay period when the change will occur, require at least one pay period prior notification to the employee before working the WS change, when the schedule change is requested by the manager or supervisor, and in all cases advanced approval by the manager or supervisor. Tour of duty changes are not normally allowed after a pay period has begun; however, there may be emergency or business related reasons, such as a work

# Reclamation Manual

## Directives and Standards

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assignment requiring employee attendance on a specific day, that necessitate a manager or supervisor to change the RDO or the entire schedule. Tour changes based on holidays or in lieu of holidays are not permitted.

- (1) **Permanent Changes.** Requests for permanent changes to an employee's tour of duty must be submitted and approved by the manager or supervisor on Form No. 7-2640 (see Appendix B) prior to the employee working the requested schedule. Additionally, a SF-52, Request for Personnel Action will be submitted by a requesting office to the servicing HR office and a subsequent SF-50, Notification of Personnel Action will be processed, as a result of only the following changes:
    - (a) a change in an employee's WS (i.e., from full-time to part-time, part-time to Intermittent, etc.), that will be effective for more than one pay period; and
    - (b) a change in the total number of part-time hours (e.g., 36 to 42) that will be worked within a pay period when the change is expected to last more than two consecutive pay periods.
  - (2) **Temporary Changes.** Temporary WS changes (i.e., attendance at training and conferences, travel, changing from one Alternative WS to another, temporary duty assignments, etc.) of two pay periods or less do not require formally documenting (e.g., submitting Form No. 7-2640 or SF-52, Request for Personnel Action) the change. In cases where temporary WS changes do not conflict with the normal WS, no change is necessary. In some cases, the change will not require the employee to revert to a normal 8-hour a day WS, but will require switching the RDO or as an example, in the case of an employee working a compressed 4/10 WS, the employee will work the compressed 4/10 WS one week of the pay period and revert to five, 8-hour days for the week of training, travel, conference, etc.
8. **Meal Time and Break Periods.** A minimum 30-minute unpaid meal break must be scheduled anytime the workday exceeds 6 hours. A required meal time cannot be scheduled as the first or last 30 minutes of an established tour of duty. Break periods will be granted by management for brief rest periods and generally last up to 15 minutes. Such periods are considered to be part of the employee's basic workday, and as such, an employee cannot forgo a break in order to extend a lunch break, adjust starting or ending times, or extend a period of annual leave. Managers and supervisors must use judgment and consistency in making determinations on break periods. For bargaining unit employees covered by a CBA, meal times and break periods shall be subject to the provisions of the terms of the CBA.
9. **Credit Hours, Compensatory Time Off, and Premium Pay Entitlements for Established WSs.** The following abbreviated information describes credit hour, compensatory time off, and premium pay entitlements for Reclamation's approved WSs. For more information, see Appendix C, Index of Laws, Regulations, and Other References

# Reclamation Manual

## Directives and Standards

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Related to Pay Administration/Premium Pay for the laws and regulations associated with employee entitlements to credit hours, compensatory time off, and premium pay. To the maximum extent possible, managers and supervisors must consider when establishing employee WSs, whether the WS will unnecessarily include hours that would obligate Reclamation to pay premium pay, such as night differential and Sunday premium. In addition, for bargaining unit employees covered by a CBA, entitlements to credit hours and premium pay shall be subject to the provisions of the terms of the CBA.

### A. Overtime Work.

- (1) **Fixed Full-Time and Part-Time, Seasonal, and Intermittent WSs.** All hours of work in excess of 8 hours in a day or 40 hours in a week, which are officially ordered and approved by a manager or supervisor prior to the employee working the hours. Full-time employees who are Fair Labor Standards Act (FLSA) non-exempt, overtime hours also include any hours worked outside the WS that are “suffered and permitted.”
- (2) **Compressed WSs.** Full-time employees exempt from the FLSA, overtime hours are all officially ordered and approved hours of work in excess of the Compressed WS. Full-time employees who are FLSA non-exempt, overtime hours also include any hours worked outside the Compressed WS that are “suffered and permitted.” Overtime hours for a part-time employee are hours in excess of the Compressed WS for a day (but must be more than 8 hours) or for a week (but must be more than 40 hours).
- (3) **Flexible WSs.** For full-time gliding schedule employees, all hours of work in excess of 8 hours in a day or 40 hours in a week, which are officially ordered and approved by a manager or supervisor prior to the employee working the hours. Overtime hours do not include hours worked voluntarily, including credit hours, or hours that an employee is “suffered or permitted” to work which are not officially ordered in advance. For full-time Maxiflex employees, all hours of work in excess of the 80-hour basic work requirement, which are officially ordered and approved by a manager or supervisor prior to the employee working the hours.

### B. Compensatory Time Off.

- (1) **Fixed Full-Time and Part-Time, Seasonal and Intermittent WSs.** FLSA exempt and nonexempt employees may receive compensatory time off in lieu of overtime pay. A “prevailing rate employee,” as defined at 5 USC 5342(2), may receive compensatory time off but cannot be required to receive compensatory time off rather than overtime. Entitlements to compensatory time off for bargaining unit employees covered by a CBA shall be subject to the provisions of the terms of the CBA.

# Reclamation Manual

## Directives and Standards

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- (2) **Compressed WSs, Including Compressed Seasonal Full-Time and Part-Time.** An employee (as defined in 5 USC 5341(2) and prevailing rate employees (as defined in 5 USC (a)(2) may request compensatory time off in lieu of overtime pay. FLSA exempt employees, who are not prevailing rate employees, whose rate of basic pay is greater than the rate for General Schedule (GS)-10, step 10, are limited to compensatory time off in lieu of overtime pay for irregular overtime work. Entitlements to compensatory time off for bargaining unit employees covered by a CBA shall be subject to the provisions of the terms of the CBA.
- (3) **Flexible WSs, Including Flexible Seasonal Full-Time and Part-Time.** With prior manager or supervisor approval, employees may request time off on an hour-for-hour basis in lieu of regularly scheduled or irregular overtime pay. Prevailing rate employees, FLSA non-exempt, or FLSA exempt employees whose rate of basic pay is equal to or less than the rate for GS-10, step 10 are not required to take compensatory time off in lieu of overtime pay. FLSA exempt employees, excluding prevailing rate employees, whose rate of basic pay exceeds the rate for GS-10, step 10 may be ordered to take compensatory time off in lieu of overtime pay for irregular overtime. Entitlements to compensatory time off for bargaining unit employees covered by a CBA shall be subject to the provisions of the terms of the CBA.
- C. **Night Pay Differential and Night Shift Differential.** GS employees are entitled to night pay differential for regularly scheduled night work performed between the hours of 6:00 p.m. to 6:00 a.m. Prevailing rate employees are entitled to a night shift differential when the majority of hours worked during a regularly scheduled non-overtime shift occur in either of these two shifts: 3:00 p.m. to midnight (7 ½ percent differential) and 11:00 p.m. to 8:00 a.m. (10 percent differential). Entitlements for night pay or shift differential for bargaining unit employees covered by a CBA shall be subject to the provisions of the terms of the CBA.
- D. **Holiday Pay.**
- (1) When No Work is Performed.
- (a) **Fixed Full-Time and Part-Time, and Seasonal WSs.** A full-time or fulltime seasonal employee who is relieved or prevented from working on a day designated as a holiday (or an “in-lieu of” holiday) by Federal statute or Executive Order is entitled to the rate of basic pay for 8 hours of non-overtime work. A part-time employee is excused from duty for the number of non-overtime hours they are regularly scheduled to work on that day, not to exceed 8 hours.
- (b) **Compressed WSs.** A full-time employee on a Compressed WS who is relieved or prevented from working on a day designated as a holiday (or an “in-lieu of” holiday) by Federal statute or Executive Order will



# Reclamation Manual

## Directives and Standards

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receive the rate of basic pay for the number of hours of the Compressed WS on that day. If a holiday falls on a day during a part-time employee's scheduled tour of duty and the employee is relieved or prevented from working on that day, the employee will receive the rate of basic pay for the number of hours they normally would have worked on that day.

- (c) **Flexible WSs.** A full-time employee on a Flexible WS who is relieved or prevented from working on a day designated as a holiday (or an "in lieu of" holiday) by Federal statute or Executive Order will receive the rate of basic pay on that day for 8 hours. If a holiday falls on a day during a part-time employee's scheduled tour of duty and the employee is relieved or prevented from working on that day, the employee will receive the rate of basic pay for the number of hours they normally would have worked on that day. Employees working a Maxiflex schedule will receive the rate of basic pay on that day for a maximum of 8 hours.
- (d) **Intermittent.** Intermittent employees are not eligible for holiday pay.

(2) When Work is Performed.

- (a) **Fixed Full-Time and Part-Time, and Seasonal WSs.** A full-time, part-time, and seasonal employee is entitled to holiday premium pay if required to work on a holiday during their regularly scheduled non-overtime basic tours of duty, not to exceed 8 hours.
- (b) **Compressed WSs.** A full-time employee on a Compressed WS who performs non-overtime work on a holiday (or a day designated as the "in lieu of" holiday) is entitled to basic pay plus premium pay equal to the rate of basic pay for the work that is not in excess of the employee's Compressed WS. A manager or supervisor must not move an employee's regularly scheduled day(s) off solely to avoid payment of holiday premium pay or to reduce the number of holiday hours included in the basic work requirement. A part-time employee is entitled to holiday premium pay only for work performed during their Compressed WS on a holiday.
- (c) **Flexible WSs.** A full-time employee on a Flexible WS who performs no overtime work on a holiday (or a day designated as the "in lieu of" holiday) is entitled to the rate of basic pay plus premium pay equal to the rate of basic pay for the holiday worked. Holiday premium pay is limited to a maximum of 8 hours. A part-time employee is entitled to holiday premium pay only for work performed during the basic work requirement on the holiday (not to exceed 8 hours).

# Reclamation Manual

## Directives and Standards

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- (d) **Intermittent.** An intermittent employee is not entitled to holiday premium pay for work on holidays.
- (3) **In Lieu of Holidays.** Use the following to determine “in lieu of” holidays when holidays fall on non-workdays:
  - (a) **Fixed Full-Time, Compressed and Flexible WSs.** For non-workdays other than Sunday, the employee’s basic workday immediately preceding the non-workday will be designated as the “in lieu of” holiday. For holidays falling on Sunday (or an “in lieu of” Sunday) the next basic workday is the “in lieu of” holiday.
  - (b) **Fixed Part-Time, Seasonal, Compressed and Flexible WSs.** A part-time employee is not entitled to “in lieu of” holidays. A part-time employee scheduled to work on a day designated as an “in lieu of” holiday for a fulltime employee is not entitled to holiday premium pay for work performed on that day.

### E. Sunday Premium.

- (1) **Fixed Full-Time and Seasonal.** A full-time employee who performs regularly scheduled non-overtime work, a part of which is performed on Sunday, is entitled to Sunday premium pay for the entire daily tour of duty, not to exceed 8 hours.
- (2) **Fixed Part-Time, Including Compressed and Flexible WSs, Seasonal, and Intermittent.** Part-time and intermittent employees are not entitled to premium pay for Sunday work.
- (3) **Compressed WSs.** A full-time employee on a Compressed WS who performs non-overtime work during a tour of duty, a part of which is performed on Sunday, is entitled to Sunday premium pay for their entire tour of duty on that day.
- (4) **Flexible WSs.** A full-time employee on a Flexible WS who performs regularly scheduled non-overtime work, a part of which is performed on Sunday, will receive Sunday premium pay for the entire daily tour of duty, not to exceed 8 hours. It is possible for an employee to have two daily tours of duty that begin or end on the same day. Full-time employees will receive Sunday premium pay for the entire daily tour of duty, up to 8 hours, based upon electing to work any flexible hours on a Sunday. However, to the maximum extent possible, managers and supervisors must consider when establishing employee WSs, whether the WS will unnecessarily include hours that would obligate Reclamation to pay premium pay, such as night differential and Sunday premium.

# Reclamation Manual

## Directives and Standards

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### F. Credit Hours.

- (1) Credit hours are only authorized for employees working Flexible WSs.
- (2) Credit hours are worked at the election of the employee, including earning credit hours outside of the employee's designated workstation, but require prior manager or supervisor approval before working.
- (3) A total of 8 credit hours can be earned each day, including Saturday and Sunday. Credit hours are earned after the employee's basic work requirement for the specific day is met, between the hours of 6:00 a.m. and 6:00 p.m., and shall not be used in advance of earning.
- (4) Credit hours shall be earned and used in 15-minute increments and when used, credit hours count as part of the basic work requirement.
- (5) Full-time Flexible WS employees can carryover from one pay period to the next pay period a total of 24 credit hours. Part-time Flexible WS employees can only carry over the total number of credit hours equal to one quarter (1/4) of their regular bi-weekly work requirement and part-time employees are not required to work 8 hours in a day or 40 hours in a week to earn credit hours.
- (6) Managers and supervisors may approve an employee's request to work credit hours to be applied to another workday, workweek, or pay period.
- (7) Employees working a Maxiflex WS may earn credit hours; however, credit hours will not accrue until the 80-hour basic work requirement is met.
- (8) Credit hours do not expire. An employee receives pay for unused credit hours up to 24 total hours at their current rate of basic pay when Federal employment ends, when the employee transfers to another agency, or when the employee otherwise is no longer subject to a full-time Flexible WS. An employee no longer subject to a part-time Flexible WS receives basic pay for accumulated credit hours that are not in excess of the employee's maximum carry over allowance requirement

### 10. Definitions.

- A. **Administrative Workweek.** Reclamation's administrative workweek is 7 consecutive calendar days beginning on Sunday and ending on Saturday.
- B. **Alternative WS.** A term used to identify collectively two categories of WSs: Flexible WSs and Compressed WSs. Establishing Alternative WSs is dependent on business requirements and accomplishment of mission objectives. For more information, see Appendix A, Comparison of Work Schedule Options.

# Reclamation Manual

## Directives and Standards

---

- C. **Bargaining Unit.** A grouping of employees that a union represents or seeks to represent and that the Federal Labor Relations Authority finds appropriate for collective bargaining purposes.
- D. **Basic Work Requirement.** For full-time and part-time employees, the days and hours, excluding overtime hours, an employee is required to work within an administrative workweek or otherwise account for by charging leave, credit hours, holiday hours, compensatory time off, time off as an award, or other excused absence.
- E. **Basic Workweek.** For full-time employees, a 40-hour week that does not extend over more than 6 of any 7 consecutive days and that specifies the scheduled days and hours within the administrative workweek. For part-time employees, the basic workweek is the officially prescribed days and hours during which the employee is regularly scheduled to work.
- F. **Business Hours.** The hours during the day and the days during the week in which business is usually conducted.
- G. **Compressed 5/4-9 WS.** An 80-hour basic work requirement that includes eight 9-hour days, one 8-hour day, and one RDO per pay period.
- H. **Compressed 4/10 WS.** An 80-hour basic work requirement that includes four 10-hour days and one RDO each workweek.
- I. **Compressed WS.** A fixed WS based on the basic work requirement. Full-time employees have an 80-hour basic work requirement scheduled by a manager or supervisor for a period of less than 10 workdays. Part-time employees have a basic work requirement scheduled by a manager or supervisor for 32-64 hours per pay period, for a period of less than 10 workdays, but may require the employee to work more than 8 hours in a day.
- J. **Core Hours.** The hours within the tour of duty during which employees covered by a Flexible WS are required to be present for work, on leave, or other excused absence.
- K. **Credit Hours.** Hours within a Flexible WS that an employee elects to work, with prior manager or supervisor approval, in excess of the basic work requirement to vary the length of a workweek or workday to accomplish mission objectives.
- L. **Fair Labor Standards Act (FLSA).** The FLSA is the Federal law which sets minimum wage, overtime, recordkeeping, and youth employment standards.
- M. **Fixed WS.** A schedule that does not change and includes the specific days and hours designated to be worked each pay period.

# Reclamation Manual

## Directives and Standards

---

- N. **Flexible Hours.** The part of the workday when employees on Flexible WSs can choose to flex their start and end times between the hours of 6:00 a.m. to 6:00 p.m., in accordance with locally established core hours.
- O. **Flexible WS.** Full-time employees have an 80-hour basic work requirement and part-time employees have a basic work requirement between 32 and 64 hours each pay period (for more information see Paragraph 10.U.), within the locally established core hours and flexible hours between 6:00 a.m. and 6:00 p.m.
- P. **Full-Time WS.** A schedule of 40 hours in a basic workweek, and 80 hours in a pay period.
- Q. **Gliding Schedule.** A type of Flexible WS in which employees work 8 hours each day and 40 hours each week but can select different starting and ending times each day. Employees electing to work a gliding schedule are required to document their time with a locally designated time accounting method (see Paragraphs 10.CC.) each pay period.
- R. **Intermittent WS.** Work performed without a regularly scheduled tour of duty and an appropriate WS when the nature of the work is sporadic and unpredictable.
- S. **Irregular Overtime Work.** Overtime hours not included in an employee's basic work requirement.
- T. **Maxiflex Schedule.** A type of Flexible WS that contains core hours on fewer than 10 workdays in a pay period. Employees electing to work a Maxiflex schedule are required to document their time with a locally designated time accounting method (see Paragraphs 10.CC. and 6.) each pay period.
- U. **Part-Time Career (tenure group I and II, competitive and excepted service appointments) WS.** A regularly scheduled WS less than 40 hours in a basic workweek, which requires an employee to be on duty no less than 16 hours and no more than 32 hours each week of the pay period. Pathways Intern-indefinite appointments (excepted service, tenure group II) may work between 1-15 hours each week as necessary to meet program requirements.
- V. **Premium Pay.** Pay authorized under 5 USC 55 subchapter V, for overtime, night, Sunday, or holiday work; or for standby duty, administratively uncontrollable overtime work, or availability duty. Premium pay also includes the dollar value of earned compensatory time off hours for FLSA exempt employees.
- W. **Prevailing Rate Employee.** An individual employed in or under an agency in a recognized trade or craft, or other skilled mechanical craft, or in an unskilled, semiskilled, or skilled manual labor occupation. Additionally, includes a foreman and a supervisor, in a position having trade, craft, or laboring experience and knowledge as the paramount requirement.

# Reclamation Manual

## Directives and Standards

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- X. **Reclamation Leadership Team (RLT).** Reclamation's Executive Schedule, Senior Executive Service, and Senior Level positions comprise the RLT.
- Y. **RLT Member and Local Office Written Implementing Instructions.** Implementing instructions issued by RLT members and subsequent local offices, as applicable, containing the items identified in Paragraph 3.B.
- Z. **Regular Overtime Work.** Overtime hours included within an employee's basic work requirement.
- AA. **Seasonal Employment.** Annually recurring periods of full-time, part-time, or intermittent work of less than 12 months each year. Seasonal employees are permanent employees who are released to non-pay status and recalled to duty in accordance with pre-established conditions of employment.
- BB. **Suffer and Permit.** Work by a non-exempt employee that is not requested or ordered by a manager or supervisor, but still allowed, with knowledge or belief that the employee continues to work and the employer is benefiting from the work being done.
- CC. **Time Accounting Method.** A locally designated means (e.g., Flexible WS daily timesheet, see Appendix B for a sample) of documenting Alternative WSs each pay period, which will provide a manager or supervisor with affirmative or personal knowledge of each employee's entitlement to pay by showing the number of hours of duty, attendance, and the nature and length of absences. At a minimum, Reclamation's electronic Time and Attendance (T&A) system serves as a time accounting method as required by 5 CFR 610.404.
- DD. **Tour of Duty.** The hours of a day (a daily tour of duty) and the days of an administrative workweek (a weekly tour of duty) that constitute an employee's basic work requirement. Reclamation employee tours of duty will generally fall within the hours from 6:00 a.m. to 6:00 p.m., Monday through Friday.
- EE. **Tour of Duty Request Form No. 7-2640.** A form that employees, managers, and supervisors use to request a tour of duty and approve or disapprove the request.
11. **Review Period.** The originating office will review this release every 4 years.

## RECLAMATION MANUAL TRANSMITTAL SHEET

Effective Date: \_\_\_\_\_

Release No. \_\_\_\_\_

Ensure all employees needing this information are provided a copy of this release.

### Reclamation Manual Release Number and Subject

### Summary of Changes

NOTE: This Reclamation Manual release applies to all Reclamation employees. When an exclusive bargaining unit exists, changes to this release may be subject to the provisions of collective bargaining agreements.

### Filing instructions

Remove Sheets

Insert Sheets

All Reclamation Manual releases are available at <http://www.usbr.gov/recman/>

Filed by: \_\_\_\_\_

Date: \_\_\_\_\_