

**Bureau of Ocean Energy Management  
Interim Policy Document**

**Effective Date:** JUL 06 2015

**IPD No:** 2015-002

**Series:** Administrative

**Title:** Hours of Duty and Work Schedules

Originating Office: Office of Budget and Program Coordination

**1. Work Schedules.** The work schedules herein are available to all BOEM employees. The BOEM work schedules are the Flexible Work Schedules (FWS) and the Compressed Work Schedules (CWS). These work schedules are jointly referred to as Alternative Work Schedules (AWS). The tour of duty is subject to supervisory approval taking into consideration the mission of the organization, operating costs, the need for office coverage, and the nature of the work being performed. Approval of other work schedules must be requested in accordance with the BOEM Administrative Delegations of Authority. Work schedules are in effect for entire pay periods. Changes to work schedules must be arranged in advance of the pay period in which they will be worked.

A. Flexible Work Schedule. The FWS has a basic work requirement of 80 hours a pay period. Each FWS has designated core hours when employees are expected to work or be on approved leave. Employees under a FWS may work more than 8 hours per day as long as it is agreed upon by their supervisor in advance and within the flexible time established. Except for the members of the Senior Executive Service (SES), employees may be allowed to earn credit hours after the basic work requirement is met.

(1) Flexible Time Band. BOEM employees may arrive between the hours of 5:30 a.m. and 9:30 a.m. and depart between the hours of 2:00 p.m. and 7:00 p.m.

(2) Core Hours. Official core hours for BOEM are 10:00 a.m. to 2:00 p.m. The core hours may be extended up to 6 hours at the discretion of the Deputy Director or Regional Director to meet the needs of the Bureau.

(3) Core Day. The establishment of a weekly or biweekly core day, when all employees are present for meetings and such, is highly encouraged.

(4) Lunch Period. A lunch period of at least 30 minutes in length is allowed each day within a flexible mid-day time band determined by the supervisor. Lunch periods must not be scheduled for the beginning or end of the workday.

(5) Flexing. The amount of “flexing” during the workday must be made up through paid leave or a delayed departure time; however, it may not be made up to require an employee to work past 7:00 p.m.

For example, an employee may take 1 hour and 30 minutes for their lunch break, but must still, in addition to making up the extra hour within the flexible time, work their normally scheduled work

hours for the day. The employee could take 1 hour of paid leave, 1 credit hour, or compensatory time and depart at their usual time if not able to work the additional hour prior to 7:00 p.m. on the same workday that they “flexed” their lunch.

(6) Administrative Leave and Other Paid Leave. Under FWS, employees are granted administrative or other leave based on their regularly scheduled number of hours to work for the workday.

(7) Overtime. Overtime must be officially ordered and approved in advance. Employees working in excess of 80 hours in a biweekly pay period will be paid overtime.

(a) Flexitime. The “Gliding Schedule” has specific core hours in each of 10 workdays in the pay period. Employees work 8 hours a day to meet the biweekly work requirement of 80 hours. Full time employees must use leave, credit time, and/or compensatory time off during core hours if unable to work.

(b) Full Maxiflex. The “Full Maxiflex” requires specific core hours of work on at least 3 days of the work week. The supervisor has discretion to determine which 3 days of the work week work core hours are in effect. Full time employees must use leave, credit time, and/or compensatory time off during the 3 days within core hours to meet their biweekly work requirement of 80 hours if unable to work. The daily and weekly number of work hours may vary. There is a maximum of 2 AWS Days Off per pay period. Employees must have supervisory approval to elect this work schedule and an agreed upon plan of hours of work by both supervisor and employee. The plan of hours is a requirement and must be in place in advance of each pay period.

Critical work supersedes an employee’s AWS Day Off, which must be rescheduled within the same pay period if possible.

(c) Maxiflex 5/4-9. The “Maxiflex 5/4-9” requires a daily schedule of 9 hours on each of 8 workdays, 8 hours on 1 workday, and 1 AWS Day Off per pay period. Employees and supervisors are encouraged to establish a regular and recurring AWS Day Off each pay period. With supervisory approval, the AWS Day Off may be traded with another day within the same pay period. Employees must work core hours every workday in their biweekly work schedule.

Critical work supersedes an employee’s AWS Day Off, which must be rescheduled within the same pay period if possible.

(d) Maxiflex 4/10. The “Maxiflex 4/10” is a work schedule consisting of 10 hours per day on each of 4 workdays each week with 1 AWS Day Off per week. Employees and supervisors are encouraged to establish regular and recurring AWS Days Off each pay period. With supervisory approval, the AWS Days Off may be traded with another day within the same pay period. Employees must work core hours every workday in their biweekly work schedule.

Critical work supersedes an employee’s AWS Day Off, which must be rescheduled within the same pay period if possible.

(8) Federal Holiday. Under FWS, employees receive 8 hours for holiday pay regardless of the number of hours they are regularly scheduled to work for that day. No more than 8 hours can be coded as holiday pay under the FWS.

(a) Employees working a Maxiflex schedule:

(i) if regularly scheduled to work more than 8 hours on the holiday, the employee may take leave, compensatory time, or use other available paid time off for the remaining hours for that day or make arrangements to work additional hours within the pay period and the flexible time band to receive pay for those hours.

(ii) if Federal holiday falls on a scheduled AWS Day Off, another workday within that pay period will be designated as the AWS Day Off.

(iii) with a regularly scheduled workday of 8 hours in the pay period the holiday must serve as the 8 hour day for that pay period.

(iv) the employee may want to change their work schedule to a gliding schedule for the pay periods that include a holiday.

(b) Employees working a Maxiflex schedule and two Federal holidays fall within the same pay period,

(i) employees must either take leave, compensatory time, or use other available paid time off for the regularly scheduled hours that exceed the 8 hours covered as the holiday for the second holiday or make arrangements to work additional time within the flexible time on other days in the pay period.

Employees are responsible for informing their supervisors prior to the start of the holiday pay period as to what they plan to do.

(9) Travel, Training, Meetings, and Conferences. Planning in advance is necessary to ensure that employees are able to attend required training, conferences, or temporary duty assignments without overtime authorization resulting from schedule conflicts.

In cases, where training, travel, conference, or temporary assignments do not conflict with the normal work schedule, no change is necessary. Employees must work with their supervisors to amend their schedule as needed to attend conferences, training, and report for temporary duty assignments away from their regular duty station.

When travel, training, or meetings and conferences are scheduled for all or a significant part of the pay period to the extent that the Maxiflex work schedules would not be feasible, the supervisor may request the employee to return to the Gliding Schedule. Coming off the Maxiflex work schedule in these circumstances is not mandatory.

B. Compressed Work Schedule. The CWS requires a fixed schedule. The biweekly work requirement of 80 hours is met on less than 10 workdays in the pay period. Arrival, departure, and

lunch times are fixed. There isn't any flexibility to this type of work schedule. Credit hours cannot be earned if working the CWS. To select this work schedule, the attached BOEM Compressed Work Schedule Form BOEM-5010 must be completed by the employee and the supervisor. Prior to the beginning of the pay period in which the employee will begin to work the CWS, the form must be sent to the BSEE Human Resources Division for entering into the personnel and timekeeping systems.

- (1) Arrival and Departure. The arrival and departure times are fixed. The set times are not flexible.
- (2) Lunch Period. The lunch period is a set 30 minute period mid-day, every workday, and may not be scheduled for the beginning or end of the workday.
- (3) Federal Holiday. Under CWS, employees receive the regular, fixed number of hours they are scheduled to work for a holiday. *For example, if the holiday falls on a Monday and the employee's regular number of hours scheduled to work under CWS is 10, then the employee will get paid for 10 hours on the holiday.*
- (4) Administrative Leave and Other Paid Leave. Under CWS, employees are granted administrative or other leave based on their regularly scheduled number of hours to work for the workday.
  - (a) Compressed 5/4-9. The "compressed 5/4-9" requires the employee to work 9 hours on 8 workdays, 8 hours on 1 workday and have 1 AWS Day Off a pay period. The AWS Day Off is recurring, fixed, and cannot be traded for another day within the pay period.
  - (b) Compressed 4/10. The "compressed 4/10" requires the employee to work 10 hours a day each week and have an AWS Day Off each week within the pay period. The AWS Day Off each week is recurring, fixed and cannot be traded for another day within the pay period.

**2. Time and Attendance Reporting.** It is essential that Time and Attendance (T&A) reports properly reflect actual time performing work each day. Quicktime is the official T&A system that allows for employees to enter their time, as well as designated timekeepers. Supervisors are responsible for certifying, through electronic signature, the accuracy of hours employees have recorded as work or leave each pay period on their T&A. Timely submission of timecards is required to ensure employees are paid accurately. It is recommended that arrival and departure times of all employees are logged or kept track of in offices that implement FWS to provide accountability for hours worked and to ensure credibility of the program from the perspective of employees, management, and the public.

### **3. Exceptions or Exemptions.**

A. Management may determine that the use of the FWS is inappropriate in offices where the size of the staff would pose significant problems in assuring adequate office coverage, where the nature of the work requires more traditional hours of duty, or where participation in the FWS program would

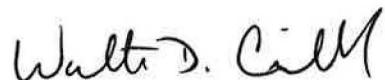
incur additional costs. In these situations, employees/positions may be excluded from the FWS or specific tours of duty within the FWS. Exceptions of this nature are to be authorized in accordance with the BOEM Administrative Delegations of Authority.

B. Members of the Senior Executive Service may not work a Maxiflex work schedule.

C. Employees covered by collective bargaining agreements that provide for work schedules other than the work schedules herein may work such schedules.

D. Due to unique requirements of a Region or Office, employees may be covered under work schedules or flexible time bands other than the work schedules within this policy. Approval of individual requests for nonstandard work schedules rests with the Deputy Director for the Directorate, Office Chiefs, and Program and Division Chiefs in Headquarters. The authority in field offices rests with the Regional Directors. These approvals require the concurrence of the BSEE Human Resources Division. This authority may also be re-delegated as necessary. Refer to BOEM Manual 218.1-H, Administration Delegations of Authority Handbook. This manual chapter may be supplemented to include specific requirements of the work schedule(s) approved for the Region/Office.

E. In accordance with BOEM Manual Part 370.610 Chapter 1 Section 6(D), BOEM supervisors and managers are responsible for administering the hours of duty and work schedule policies to their employees and ensuring that allowing employees to work AWS does not interfere with the mission of BOEM or increase operating costs. FWS's outside the standard hours established within local occupancy agreements must be coordinated through the local facilities staff to ensure availability of HVAC, electric, and security. Additional operating costs or amendments to these agreements shall not be incurred. Additionally, employees working a FWS outside normal work hours should understand that in some cases, services such as IT or other services will not be available outside of standard work hours.



Walter D. Cruickshank  
Deputy Director

Attachment (BOEM Form 5010)

**Bureau of Ocean Energy Management  
Compressed Work Schedule Form**

Employee's Name	Immediate Supervisor's Name
Employee's Position Title & Grade	Supervisor's Position Title
Employee's Duty Location	BOEM Office

**Effective Date of Compressed Work Schedule:**

(Beginning date of a future pay period)

Select Compressed Work Schedule

5-4/9

4/10

**Fill in the chart below for the agreed upon hours of work (arrival and departure times) and the agreed upon day(s) off.**

Pay Period	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1					
Week 2					

Lunch Period is from \_\_\_\_\_ to \_\_\_\_\_ on the days scheduled to work.

**Employee Certification**

- The Compressed Work Schedule is a fixed schedule and is not flexible.
- All scheduled work days and days off are set and cannot be changed.
- Arrival times, lunch times and departure times are set and cannot be changed.
- Cannot work any time in excess of this schedule unless ordered and authorized to do so as overtime work for which you will be compensated by either premium pay or compensatory time as appropriate.
- Cannot earn credit hours.

I have read, understand and agree to all of the provisions in the BOEM Manual Chapter on Hours of Work that are applicable to the Compressed Work Schedule and the terms here.

Employee's Signature	Date
Supervisor's Signature	Date

Form Distribution:  
Employee  
Supervisor  
Timekeeper (when applicable)  
Human Resources Office