

**DEPARTMENT OF THE INTERIOR
BUREAU OF OCEAN ENERGY MANAGEMENT**

TRANSMITTAL SHEET

Version No. 001

JUL - 6 2015

SUBJECT: Administrative Series
 Part 370.610: Hours of Duty and Work Schedules
 Chapter 2: Work Weeks

EXPLANATION OF MATERIAL TRANSMITTED:

This Chapter revises the policy and procedures that govern the work weeks.



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Deputy Director

FILING INSTRUCTIONS:

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370.610	2	1	001

Department of the Interior
Bureau of Ocean Energy Management Manual

Effective Date: JUL 06 2015

Series: Administrative

Part 370.610: Hours of Duty and Work Schedules

Chapter 2: Work Weeks

Originating Office: Office of Budget and Program Coordination

- 1. Purpose and Scope.** The purpose of this guidance is to establish policy and standard procedures for the administration of hours of duty and work schedules within the Bureau of Ocean Energy Management (BOEM).
- 2. Objectives.** The objectives of this guidance are to ensure uniformity and understanding of the hours of duty and available work schedules and to provide a basis for pay and leave administration.
- 3. Authority.** Title 5, United States Code, Chapter 61.
- 4. Policy.** This chapter addresses the definitions of work weeks and basic work requirements.
 - A. Administrative Work Week.** The administrative work week for BOEM is the 7-day calendar week extending from Sunday through Saturday.
 - B. Basic 40-hour Work Week.** The basic 40-hour work week for BOEM is scheduled on 5 days, Monday through Friday, and the 2 days outside the basic work week are consecutive.
 - C. Basic Work Requirement for Full-Time Employees.** The BOEM basic work requirement for full-time employees is either the basic 40-hour work week or an AWS that requires an 80-hour biweekly basic work requirement.
 - D. Basic Work Requirement for Part-Time Employees.** The basic work requirement for part-time BOEM employees shall be no less than 16 hours or more than 32 hours per week.
 - E. Basic Work Requirement for Employees Covered by Collective Bargaining Agreements.** The BOEM employees covered by collective bargaining agreements that provide for a basic work week other than that described above may work the agreed upon work week.
 - F. Deviations from Basic Work Requirement.** Deviations from the basic work requirement described above may be requested and authorized in accordance with BOEM Administrative Delegations of Authority.