

**DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE MANUAL**

TRANSMITTAL SHEET

Release No. 313

SUBJECT: Administrative Series
 Part 370.610.1-3 Hours of Duty
 Chapter 1 – General Provisions
 Chapter 2 – Workweeks
 Chapter 3 – Work Schedules

EXPLANATION OF MATERIAL TRANSMITTED:

These manual chapters revise the policy and procedures that govern hours of duty in the Minerals Management Service by updating Chapter 1, number 6, Delegation of Authority; incorporating Chapter 3, number 3 into number 2 for clarity; and making minor editorial and format changes in all chapters.

Director

FILING INSTRUCTIONS:

Remove:

Part	Chapter	Title	Release	Pages
370.610	1	General Provisions	298	2
	2	Workweeks	298	1
	3	Work Schedules	298	4

Insert:

Part	Chapter	Title	Release	Pages
370.610	1	General Provisions	313	2
	2	Workweeks	313	1
	3	Work Schedules	313	4

OPR: Human Resources Officer
Date: October 1, 2008

**Minerals Management Service
Minerals Management Service Manual**

Effective Date: October 1, 2008

Series: Administrative

Part 370.610: Hours of Duty

Chapter 2: Workweeks

Originating Office: Human Resources Division, Office of Administration and Budget

- 1. Administrative Workweek:** The Minerals Management Service (MMS) established administrative workweek is the 7-day calendar week extending from Sunday through Saturday.
- 2. Basic 40-hour Workweek:** The basic 40-hour workweek is scheduled on 5 days, Monday through Friday, and the 2 days outside the basic workweek are consecutive.
- 3. Basic Workweek for Full-Time Employees:** The MMS established basic workweek for full-time employees is either the standard workweek of 40 hours or a Flexible Work Schedule that requires an 80-hour biweekly basic work requirement.
- 4. Basic Workweek for Part-Time Employees:** The established basic workweek for part-time employees shall be no less than 16 hours or more than 32 hours per week.
- 5. Basic Workweek for Employees Covered by Collective Bargaining Agreements:** Employees covered by collective bargaining agreements that provide for a basic workweek other than that described above may work the agreed upon workweek.
- 6. Deviations from Basic Workweek:** Deviations from the basic workweek described above may be requested and authorized in accordance with the MMS Administrative Delegations of Authority.