

Directive

4620.1

08/09/11

MAXIFLEX TOUR OF DUTY FOR PSP RESIDENT EMPLOYEES

1. PURPOSE

This Directive establishes the Packers and Stockyards Program's (P&SP) policy and procedures concerning a maxiflex tour of duty for resident employees, including agents, auditors, and market inspectors in order for them to perform their duties in the most effective and efficient manner.

2. REPLACEMENT HIGHLIGHTS

This Directive replaces P&SP Directive 4620.1, Maxiflex Tour of Duty for Resident Agents, dated 4/30/2002.

3. AUTHORITIES

- a. 5 United States Code, Chapter 61
- b. 5 Code of Federal Regulations (CFR), Part 610
- c. Departmental Personnel Manual, Chapter 610
- d. Chapter 4610 of the Human Resources Desk Guide.

4. DEFINITIONS

- a. Flexible days are those days that an employee may designate as a day(s) off.
- b. Core days/hours are designated days/hours where employees will be present on the job.
- c. Credit hours are any hours worked that are in excess of an employee's basic work requirement of 80 hours in a pay period and that the employee elects to work, with the supervisor's prior approval, during flexible time.

- d. Core-time deviation is an absence specifically authorized by the supervisor during the core time that may be made up during flexible time within the same pay period in lieu of a charge to any type of leave.
- e. Gliding means that an employee may vary from the prescheduled starting and ending hours on any given day.

5. POLICY

- a. Eligible Employees. All P&SP resident employees are eligible to establish a maxiflex tour of duty in accordance with the requirements and limitations of this Directive.
- b. Basic Work Requirement. The basic work requirement is 80 hours per pay period. Employees may choose to vary the length of the workweek and workday, but the total number of hours required for the pay period is 80 hours.
- c. Tour of Duty.
 - (1) Employees, with the concurrence of the supervisor, set up a proposed tour of duty of 80 hours per pay period. The tour of duty and the day or days off must be approved in advance of the start of the pay period. Tours of duty must be designated in writing and be provided to the timekeeper to be filed with the time and attendance reports. Employees must complete a "Request for Compensatory Time or Credit Hours Earned form" to obtain approval in advance.
 - (2) Changes in the approved tour of duty involving the scheduled flexible day(s) off may be made as long as they are in writing and approved by the supervisor.
 - (3) The attached P&SP Form 339, Maxiflex Tour of Duty Employee Work Schedule will be used to establish the tour of duty/clock hours planned.
- d. Amended Tour of Duty. According to Title 6 of the CFR's, a written record of the hours worked must be provided to the timekeeper **only** when there is a change in the approved tour of duty. The employee's final time and attendance report showing actual clock hours worked and hours eligible for nighttime differential will meet this requirement for glide time. Changes in the approved tour of duty involving the scheduled flexible day(s) off or core time must be approved in writing by the supervisor.
- e. Time Bands.
 - (1) The tour of duty consists of the flexible time bands and the core time bands. Employees are allowed flexibility within the flexible time bands. Employees must work during core time bands unless they are granted prior approval for a core time deviation or use of leave or credit hours.

- (2) Scheduled tours of duty under maxiflex start as early as 6 a.m. and end as late as 9 p.m. Days on which flexible and core hours are to be established are Monday through Saturday.
 - (3) The length of the workday and workweek may vary within the established parameters, but employees must account for 80 hours for the pay period.
 - (4) Actual time worked on a daily basis may vary from the set schedule by gliding during flexible time.
- f. Flexible Days. Flexible days are Monday, Tuesday, Thursday, Friday, and Saturday. An employee may designate any day other than Wednesday as a day(s) off.
 - g. Core Days. Core day and hours are Wednesdays 10 a.m. to 2 p.m. All employees must be working during these hours unless on approved leave, credit hours, or core-time deviation. This does not preclude an employee from requesting to use leave or credit hours on Wednesday from 10 a.m. - 2 p.m. or requesting a core-time deviation. An electronic means should be used to request leave, credit hours, or a core time deviation. Approval of these requests is at the supervisor's discretion.
 - h. Approval for Leave. Approval for use of leave, credit hours, or core-time deviations may be granted during the pay period as long as they are approved in advance or as soon as possible after emergency or unplanned leave is taken.
 - i. Glide Time. Employees may choose to glide within the flexible time bands without regard to the previously set tour of duty. Employees are responsible for meeting work requirements and accounting for the complete 80-hour pay period. The supervisor should be notified of **changes of 2 hours or more** to the length of day or daily work schedule.

The chart below illustrates the flexible time bands in which each resident employee may choose to glide.

CHART 1: RESIDENT EMPLOYEES

WORKDAY	CORE DAY/TIME	FLEXIBLE TIME BANDS
Monday		6 a.m. to 9 p.m.
Tuesday		6 a.m. to 9 p.m.
Wednesday	10:00am-2:00pm	6 a.m.-10 a.m. to 2 p.m.-9 p.m.
Thursday		6 a.m. to 9 p.m.
Friday		6 a.m. to 9 p.m.
Saturday		6 a.m. to 9 p.m.

- j. Meal Period. All employees scheduled to work five (5) or more hours in a work day must take a meal period. Employees may only take a meal period of 30, 45, or 60 minutes. When possible, meal break should be taken between the hours of 11 a.m. and 2 p.m.
- k. Core-Time Deviation. The purpose of core time is to ensure that during certain prescribed hours all employees within a designated group will be present on the job. However, in some circumstances, supervisors may approve the use of a core-time deviation (CTD). CTD is an absence specifically authorized by the supervisor during the core time that may be made up during flexible time within the same pay period in lieu of a charge to any type of leave.
- l. Credit Hours. Employees can earn up to **24** credit hours per pay period with a maximum **24** hours credit carryover to successive pay periods. Employees must have supervisory approval to earn credit hours and cannot earn credit hours for work that is administratively uncontrolled (ie., check weighing). Hours that are administratively uncontrollable, such as checkweighing, should be coded earned as comptime or overtime.
- m. Leave. The amount of sick leave, annual leave, or excused absence an employee may be charged on any given day is the number of hours which an employee was scheduled to work on that day based on the employee’s approved tour of duty.
- n. Holidays. An employee is entitled to 8 hours of pay for all Federal holidays.
- o. Training. When scheduled training does not conform to the employee’s scheduled tour of duty, the employee’s work schedule should be changed to a standard tour of duty (i.e., five 8-hour days) for the period of time during which the employee will attend the training. Employees may not earn credit hours for time spent in training.
- p. Night Differential. The number of hours worked that are subject to night differential entitlement must be shown on the work measurement report. Resident employees are required to establish work schedules that reduce the occurrence of night differential when

practical. Night differential will be approved for work that can only be done after 6 p.m. (i.e., checkweighing) *if needed to complete an 8-hour shift.*

6. TRAVEL

Resident employees traveling during their established tour of duty or outside of their tour of duty should code their time and attendance reports accordingly:

RESIDENT EMPLOYEE	GRADES	ESTABLISHED TOUR	OUTSIDE OF ESTABLISHED TOUR
AGENTS AUDITORS INSPECTORS	9 and above (Exempt employees)	Code as Regular time	Comp time for travel
AGENTS AUDITORS INSPECTORS	5-7 (non-exempt employees)	Code as Regular time, when working less than 80 hours per pay period Code as 21 time for hours over 80 hours or Comp Time at the discretion of the employee	Code as Comp Time or overtime for hours over 80 hours in a pay period at the discretion of the employee

7. INQUIRIES

Please call the appropriate Regional Program Support Unit point of contact with any questions concerning this Directive.

Name
Title