

CHAPTER 2. HOURS OF DUTY

SECTION 1. SCHEDULING WORK

2.1 OFFICIAL BUSINESS HOURS.

- a. Washington, D.C. Metropolitan Area. The official business hours for the Washington, D.C. Metropolitan Area are 8:45 a.m. through 5:15 p.m., Monday through Friday. These hours are established by the Office of Management and Budget (OMB).
- b. Field Offices. The official business hours for Regional/Field Offices are established to conform with the general working hours of the local community. The local time for each Regional/Field Office and the Washington, D.C. equivalent time are established in the Departmental telephone directory.

2-2. TOURS OF DUTY.

- a. Full-Time Tour of Duty. Except under the provisions of paragraphs 2-3 and 2-4 below, or the Department's flexitime program, the standard tour of duty for full-time employees in the Washington, D.C. Metropolitan Area is 8:45 a.m. to 5:15 p.m. Monday through Friday, including a 30 minute lunch period. For full-time employees in Regional/Field offices, the standard tour of duty is established consistent with the basic provisions in paragraphs 1-2 and 2-3, and the general working hours of the local community.
- b. Part-Time Tour of Duty. The tour of duty for a part-time employee is established by management and the tour of duty may not exceed 8 hours per day and 32 hours per week.
- c. Hours of Duty for Minors. Hours of duty established for minors must be compatible with the standards prescribed by the State, the Commonwealth of Puerto Rico, or the District of Columbia, as appropriate.

2-3. ESTABLISHMENT OF FULL-TIME TOUR OF DUTY. Except when the mission of an organization would be seriously handicapped or the cost would be substantially increased, the criteria listed below will govern when establishing a full-time tour of duty:

- a. Assignments to tours of duty are scheduled in advance of the administrative workweek over periods of not less than 1 week;
- b. The basic 40 hour workweek is scheduled on 5 days, Monday through Friday when possible, and the 2 days outside the basic workweek are consecutive;

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- c. The working hours in each day of the basic workweek are the

same;

- d. The basic nonovertime workday may not exceed 8 hours;
- e. The occurrence of holidays may not affect the designation of the basic workweek; and
- f. Breaks in working hours of more than 1 hour may not be scheduled in a basic workday.

2-4. CHANGES IN TOUR OF DUTY.

a. Due To Change in Work Requirements. When the supervisor knows in advance of the next administrative workweek that the specific days and/or hours of the work requirements will differ from the current workweek, and can identify which employee(s) should be scheduled, or rescheduled to meet the change in work requirements, he/she must officially change each employee's tour of duty to reflect the 40-hour basic workweek plus any regular overtime to be performed during that workweek. Hours of work performed between 6:00 p.m. and 6:00 a.m. which are part of the employee's regularly scheduled administrative workweek will entitle the employee to night differential pay and/or overtime pay, as appropriate.

b. For Educational Purposes.

(1) A special tour of duty of not less than 40 hours may be approved to permit an employee to take one or more courses in a college, university, or other educational institution when it is determined that:

- (a) The courses being taken are not training under Chapter 41 of Title 5, United States Code;
- (b) The rearrangement of the employee's tour of duty will not appreciably interfere with the accomplishment of the work required to be performed;
- (c) Additional costs for personnel services will not be incurred; and
- (d) Completion of the courses will equip the employee for more effective work within the Department.

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(2) Premium Pay Entitlement.

- (a) The employee is entitled to premium pay when reassigned to an existing shift for which premium pay is authorized.

- (b) The employee is not entitled to any premium pay solely because the special tour of duty authorized under this paragraph causes the employee to work on a day, or at a time during the day, for which premium pay would otherwise be payable.
- c. For Travel Purposes. To the maximum extent possible an employee should only be required to travel during his/her regularly scheduled administrative workweek. If travel during nonworking hours cannot be avoided, and the time spent in a travel status does not qualify as hours of work under Title 5 or the Fair Labor Standards Act for overtime compensation, then the authorizing official shall record the reasons for ordering the travel during nonworking hours and shall, upon request, furnish a copy of the statement to the employee concerned.

2-5. DOCUMENTATION OF CHANGES IN TOUR OF DUTY.

- a. Change in Arrival/Departure Time. Changes in tours of duty which affect only arrival and departure hours for full-time employees may be documented by recording the tour of duty in the appropriate space on the Time and Attendance Report. These changes in tour of duty must be scheduled in advance.
- b. Change in Number of Hours or Work Schedule. A personnel action is required for a part-time employee's change in total number of hours per week or a change by any employee to a different work schedule, i.e., full-time, part-time, intermittent.

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SECTION 2. WORKING AT HOME

- 2-6. POLICY. Employees are not permitted to work at home. However, if a specific situation is believed to warrant an employee working at home, the Headquarters Primary Organization Head or the Regional Administrator must submit a written justification to the Assistant Secretary for Administration for consideration.

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