

**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 1: General Provisions

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

1. Purpose and Scope: To establish policy and standard procedures for the administration of hours of duty within Minerals Management Service (MMS).

2. Objectives: To ensure uniformity and understanding of hours of duty and to provide a basis for pay and leave administration.

3. Policy: It is the policy of MMS to administer hours of duty according to appropriate law and regulations.

4. Authority: The basic statute governing Federal hours of duty is 5 U.S.C. 61. The Office of Personnel Management (OPM) has also issued regulation 5 C.F.R. Part 610 and OPM Handbook on Alternative Work Schedules that provide additional guidance on Federal hours of duty; other references include Comptroller General Opinions.

5. Responsibilities.

A. The Director is responsible for establishing MMS hours of duty in accordance with applicable laws and regulations.

B. The Associate Director for Administration and Budget, through the Human Resources Division, is responsible for developing hours of duty policies and procedures.

C. Supervisors and managers are responsible for administering hours of duty policies and procedures including ensuring that allowing employees to work alternative schedules does not interfere with the mission of the organization or increase operating costs. Supervisors have the ultimate responsibility to certify that hours reported worked by employees as well as account codes used on the Time and Attendance (T&A) reports are accurate and certified in a timely manner.

D. Employees are responsible for adhering to work schedule policies and procedures including being present for work during the hours planned for under the individual's work schedule and accurately reporting actual hours worked each workday and pay period.

E. Timekeepers have the capability of entering and validating employee timesheets and monitoring all employees within their timekeeper role to make sure timesheets are certified in a

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timely manner.

6. Delegation of Authority.

A. Authority to approve individual requests for nonstandard work schedules in Headquarters rests with the Associate Directors and in the Field offices with the MRM Managers and Regional Directors. Associate Directors may re-delegate this authority. Refer to MMS Manual 218.1-H, Administration Delegations of Authority Handbook.

B. Immediate supervisors are authorized and required to:

- (1) Approve work schedules.
- (2) Determine lunch breaks.
- (3) Verify that reported hours worked are correct.
- (4) Assure work schedule plans for each employee allow for adequate office coverage and provide for productive work to be accomplished.
- (5) Assure that work schedules do not interfere with the mission of the organization or increase operating costs.
- (6) Assure that the employee is present for work during the hours planned for under the individual's schedule.
- (7) Adjust work schedules if the needs of the MMS are better served.
- (8) Withdraw an employee's option of 5-4/9 Maxiflex Work Schedule if warranted by circumstances such as leave concerns, abuse of procedures, critical work projects.