

NRCS HOURS OF DUTY

An employee's work schedule is established to accomplish the mission of the NRCS and the office to which assigned. An employee's established regular schedule should correspond with the actual hours that will be worked at the time the tour of duty is determined. Tours of duty must start at the beginning of a pay period. Employees are allowed to change tours of duty no more than 4 times per year. Supervisors may approve the use of the following full time work schedules available for Maine NRCS employees:

Traditional 40-hour-fixed

- Working hours in each day are the same.
- Regular workday hours do not exceed 8 hours.
- Lunch period is not flexible.
- Employees are not eligible to earn credit hours.

Flexitour

- Work requirement consists of 8 hour days, 5 days per week, 40 hours per week, and 80 hours per bi-weekly pay period.
- Work will be performed between the hours of 6:00am and 6:00pm.
- Employees must be present during the core hours of 9:00am and 3:00pm; absences during these hours must be approved.
- Employees may vary their start time up to 30 minutes; however, if the actual start time is after the designated start time, the employee must make up this time at the end of the day, or take approved leave. **If you vary the start and end times of your workday, do not change your established work schedule in WebTCAS. Please provide the actual hours worked in the Actual/Extra Clock Hours section.**
- Employees may earn credit time up to 2 hours per day between the hours of 6:00am and 6:00pm **with supervisor approval. Credit time outside of these designated hours may be approved on a case by case basis by the second level supervisor.**

Compressed 5-4/9 biweekly

- A fixed schedule consisting of 9 workdays in a bi-weekly pay period. 8 days will be 9 hours per day and the 9th day will be 8 hours for a total of 80 hours. The 10th day of the pay period will be a non-work day
- Starting time each day does not vary.
- Lunch period is not flexible.
- Employees are not eligible to earn credit hours.

Please refer to “*GM 360 – Subpart B – Work Schedules – Section 427.10 – Establishment of Workweeks*” for additional information and guidelines on Four-day workweeks. The use of Four-day workweeks for Maine NRCS employees requires approval by the State Conservationist.

Establishing a Lunch Period

Employees who work more than 6 hours in a day **MUST** take a lunch-time period. The following guidelines apply to both fixed and flexible work schedules:

- Lunch period must be for a minimum of 30 minutes and a maximum of 1 hour and should be on a regular and reoccurring basis.
- The lunch time period must be taken within the established lunch band of 11:00am – 2:00pm. The latest an employee can report back from lunch is 2:00pm.

Employees on a flexible work schedule only are allowed to expand their lunch break from 30 minutes up to 1 hour, within the established lunch band, with supervisory approval, and make up the additional time taken at the end of the day without charge to leave. **If you flex your lunch period, do not change your established work schedule in WebTCAS. Please provide the actual hours worked in the Actual/Extra Clock Hours section.**