



November 19, 2003

OKLAHOMA BULLETIN NO. OK250-4-4

SUBJECT: FNM – Maxiflex Program

Purpose: To provide employees with information and guidelines on the Maxiflex Program.

Expiration Date: September 30, 2004

Following are guidelines for the maxiflex work schedule.

Maxiflex is an optional tour of duty which consists of a basic 8-hour day. The core hours (the hours when an employee must either be in a work or leave status) are 9:30 a.m. to 2:30 p.m.

Employees may vary their starting and ending time so long as they are at work during the core time. For example, an employee who has a half hour lunch break can one day work a schedule of 7:00 a.m. to 3:30 p.m., and the next day work from 7:30 a.m. to 4:00 p.m.

Employees on maxiflex are required to establish an estimated daily arrival time. Any variation by more than one half hour either before or after this indicated arrival time must be discussed with the supervisor in advance.

Employees who work more than 8 hours in a day are entitled to earn credit hours, up to a maximum of 2 hours per day. Credit hours can only be earned on Monday through Friday. (Employees on 5-4/9 compressed work schedule cannot earn credit hours.)

Earning credit hours does not require supervisory approval. Using credit hours does require supervisory approval.

A full-time employee on the maxiflex schedule cannot carry forward, from one pay period to another, more than 24 credit hours.

Employees are not permitted to take extra time at "lunch" and then make up the time either at the beginning or the end of the workday, thereby, not being charged for leave. NRCS policy on lunch period breaks for all employees must be for a minimum of thirty (30) minutes, and a maximum of one hour.

Employees can adjust their starting and ending time while on travel to enable them to earn credit hours. This time must not exceed the daily limit on the number of nonovertime hours, (i.e., 10). Travel must occur on a regularly scheduled work day (e.g., Monday through Friday).

An employee may not be permitted to earn credit hours for work that begins before 6:00 a.m. or after 6:00 p.m., without prior approval from the State Conservationist.

NRCS guidance states that while in per diem status, credit leave generally may not be earned for the time spent traveling to or from a temporary duty point. The daily work schedule may be varied so that travel occurs during the basic 8-hour workday. An employee working at various sites in and around the official duty station may earn credit hours by being in transit.

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EXAMPLE

An employee reported to the office at 7 a.m. and at 7:30 a.m. departed for the first site. After working at several sites during the day the employee returned to the office arriving at 5:00 p.m. For that day the 8 hour maxiflex tour of duty was 7 a.m. to 3:30 p.m., and one and one-half credit hours were earned from 3:30 p.m. to 5 p.m.

Conversely, in the above example, the employee could have decided to earn (based on the assigned workload for that day) one and one-half credit hours at the beginning of the workday from 7 a.m. to 8:30 a.m. and the 8-hour maxiflex tour of duty would have been 8:30 a.m. to 5 p.m.

While in official travel status (incurring per diem expenses for travel greater than or less than 24 hours) an employee may not earn credit hours for official time (driving or riding). Official travel time is not considered hours of work for credit leave.

While in training, employees may earn credit leave between the hours of 6:00 a.m. and 6:00 p.m. if actual class time exceeds their 8-hour tour of duty; however, employees must take into consideration any additional time allowed for lunch.

Supervisors may authorize maxiflex for employees under their supervision who request such work schedule. District Conservationists must communicate with local District officials prior to authorizing maxiflex in their offices. Supervisors are responsible for ensuring that offices are staffed to provide service to our customers during the required hours of 8 a.m. to 4:30 p.m. Offices must never be closed during these hours due to an employee's work schedule.

A fundamental requirement of timekeeping is to record the clock hours of an employee's tour of duty. Supervisors should refer to General Manual 250, Amendment 12, Part 404, Subpart D, Time and Attendance, 404.35(c)(1), issued September 1992, and select one of the approved methods for recording and approving time and attendance for maxiflex tours of duty. With concurrence of supervisor, employees may also be allowed to sign in/sign out by posting clock hours directly to AD-320.

If you have any questions, please contact Financial Management.

M. DARREL DOMINICK
State Conservationist