

**DEPARTMENT OF THE INTERIOR
BUREAU OF OCEAN ENERGY MANAGEMENT**

TRANSMITTAL SHEET

Version No. 001

JUL - 6 2015

SUBJECT: Administrative Series
 Part 370.610: Hours of Duty and Work Schedules
 Chapter 2: Work Weeks

EXPLANATION OF MATERIAL TRANSMITTED:

This Chapter revises the policy and procedures that govern the work weeks.



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Deputy Director

FILING INSTRUCTIONS:

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370.610	2	1	001

Department of the Interior
Bureau of Ocean Energy Management Manual

Effective Date: JUL 06 2015

Series: Administrative

Part 370.610: Hours of Duty and Work Schedules

Chapter 2: Work Weeks

Originating Office: Office of Budget and Program Coordination

1. Purpose and Scope. The purpose of this guidance is to establish policy and standard procedures for the administration of hours of duty and work schedules within the Bureau of Ocean Energy Management (BOEM).

2. Objectives. The objectives of this guidance are to ensure uniformity and understanding of the hours of duty and available work schedules and to provide a basis for pay and leave administration.

3. Authority. Title 5, United States Code, Chapter 61.

4. Policy. This chapter addresses the definitions of work weeks and basic work requirements.

A. Administrative Work Week. The administrative work week for BOEM is the 7-day calendar week extending from Sunday through Saturday.

B. Basic 40-hour Work Week. The basic 40-hour work week for BOEM is scheduled on 5 days, Monday through Friday, and the 2 days outside the basic work week are consecutive.

C. Basic Work Requirement for Full-Time Employees. The BOEM basic work requirement for full-time employees is either the basic 40-hour work week or an AWS that requires an 80-hour biweekly basic work requirement.

D. Basic Work Requirement for Part-Time Employees. The basic work requirement for part-time BOEM employees shall be no less than 16 hours or more than 32 hours per week.

E. Basic Work Requirement for Employees Covered by Collective Bargaining Agreements. The BOEM employees covered by collective bargaining agreements that provide for a basic work week other than that described above may work the agreed upon work week.

F. Deviations from Basic Work Requirement. Deviations from the basic work requirement described above may be requested and authorized in accordance with BOEM Administrative Delegations of Authority.