
United States Department of Agriculture
Marketing and Regulatory Programs
Agricultural Marketing Service
Animal and Plant Health Inspection Service

**Administrative
Notice**

MRP 20-1

8/20/2020

HEADQUARTERS and HUB INTERIM COVID-19 MAXIFLEX POLICY

1. PURPOSE

This Notice serves as an announcement to programs and staffs within the Marketing and regulatory Programs' (MRP) Mission Area: the Animal and Plant Health Inspection Service (APHIS) and the Agricultural Marketing Service (AMS), about the interim maxiflex policy as a result of the COVID-19 emergency.

2. EFFECTIVE

This Notice is effective immediately and remains in effect for the duration of the COVID-19 emergency.

3. APPLICABILITY

- a. This policy applies to APHIS and AMS employees whose official duty station is the Riverdale Complex, the South and Whitten buildings in Washington DC, and the hubs, i.e., Minneapolis, MN, Raleigh, NC, Ft. Collins, CO, Kansas City, MO, who are teleworking.
- b. This policy does not apply to employees who are ineligible for telework.
- c. Field units have the delegated authority to establish maxiflex parameters based on local mission requirements and may choose to follow the headquarters standard. Please note that if field units choose to include Sunday as a flexible day, management must determine that the work is mission essential and a 25% Sunday differential for up to eight (8) hours of work must be paid (see [OPM Sunday Premium Pay Fact Sheet](#)). These field units may also adopt this interim policy. Information on the available tours is located in MRP Human Resources Desk Guide, Subchapter 4610, Tours of Duty.

4. POLICY

This Notice will provide the needed flexibility for programs and employees to ensure mission accomplishment. For the duration of the COVID-19 emergency, headquarters maxiflex policy is being temporarily amended as indicated below. **The interim changes apply only to teleworking employees** and are noted in **bold**.

- a. Flexible days for gliding are Monday – **Saturday**.
- b. Gliding hours are **3:00 pm to 9:00 am**.
- c. **Night Differential does not apply as maxiflex includes 8 or more hours that are available for work during daytime hours, (i.e., between 6:00 am and 6:00 pm). An employee electing to vary his/her hours during times when night differential is normally paid does not create an entitlement to night differential.**
- d. Core time remains as Tuesday – Thursday 9:00 am to 3:00 pm. Employees who work on Mondays and/or Fridays are expected to adhere to core times unless a core time deviation or leave is approved.
- e. Core time deviations (CTDs) are approved absences during the core times. Supervisors are encouraged to permit CTDs to support the mission and employee needs. CTDs may be approved on a permanent (duration of COVID-19) or temporary (daily and/or pay period) basis. CTDs may be made up in lieu of a charge to leave throughout the pay period.
- f. Hours worked during flexible periods are counted towards the 80 base hours.
- g. Credit hours are voluntarily earned by employees. Credit hours are not earned until the employee reaches 80 hours of paid time, i.e., work time and any paid leave, in the pay period. A maximum of 24 credit hours may be carried over from one pay period to the next. For part-time employees, the maximum number of credit hours which may be earned and carried over is one fourth the total of the employee's scheduled work hours per pay period (5 U.S.C. 6126[a]). Employees who exceed the maximum number of credit hours forfeit those hours without compensation.
- h. Employees who report to the buildings are required to adhere to the regular maxiflex rules.**

5. RESPONSIBILITIES

- a. Employees are responsible for:
 - (1) Discussing their situation with their supervisor and providing the day(s) and hour(s) that they would like to utilize the telework gliding flexibilities in this policy. Supervisors may approve/disapprove the request based on mission impact.
 - (2) Ensuring mission accomplishment.

(3) Ensuring work assignments are completed.

(4) Coding WebTA as:

(a) TC 01 – Reg Time – Telework (used to code regularly scheduled telework days)

(b) TC 01 – Reg Time – Telework – Other (used to code ad-hoc telework days)

b. Supervisors are responsible for ensuring:

(1) Mission accomplishment.

(2) Work assignments are completed.

(3) Employee requests are timely reviewed, approved/disapproved, as appropriate.

(4) WebTA is properly coded.

(5) Concerns with the employee are addressed.

c. Timekeepers are responsible for ensuring:

(1) WebTA is properly coded.

(2) Discrepancies are brought to the supervisor's and employee's attention.

(3) Supporting documentation, e.g., emails on gliding/core time deviations, memos, is securely maintained in the employee's T&A file (electronic / hardcopy) for six (6) years.

6. INQUIRIES AND ADDITIONAL INFORMATION

a. All other [tour](#) and [premium pay](#) policies, regulations, and laws remain in effect. Refer to the applicable MRP Human Resources Desk Guide Subchapter for additional information.

b. Please refer questions to MRP.COVID.19.Response@usda.gov

c. This Administrative Notice can be accessed online via the [APHIS](#) and [AMS](#) Issuance Web pages.

/s/

Douglas Nash

Deputy Administrator

MRPBS Business Services