

United States Department of Agriculture
Marketing and Regulatory Programs
Agricultural Marketing Service
Animal and Plant Health Inspection Service
Grain Inspection, Packers and Stockyards Administration

Directive

MRP 4610.1

9/16/2016

TOURS OF DUTY

1. PURPOSE

This Directive provides the Marketing and Regulatory Programs (MRP) policy for establishing work schedules and assigning tours of duty to employees.

2. REPLACEMENT HIGHLIGHTS

This Directive replaces MRP Directive 4610.1, dated 9/28/01.

3. AUTHORITIES

This Directive supplements the following:

- a. [Executive Order 11582, dated February 11, 1971.](#)
- b. [Title 5, United States Code \(U.S.C.\) Chapter 61.](#)
- c. [Section 6103, Title 5, United States Code \(U.S.C.\).](#)
- d. [Title 5, Code of Federal Regulations \(CFR\), Part 340.](#)
- e. [Title 5, CFR, Part 610.](#)

4. POLICY

It is MRP policy to set tours of duty in accordance with Federal regulations in a manner which promotes the efficiency of the service and which to the extent practicable is fair and equitable to employees. Managers and supervisors are ultimately responsible for establishing tours of duty within the parameters established within this Directive and the Human Resources Desk Guide (HRDG) Subchapter 4610, Tours of Duty. (For definitions of terms used in this Directive, refer to the HRDG-4610.) In addition:

- a. Tours of duty available for use in MRP are: standard, nonstandard (including 1st-40, 1st-8 and mixed tour), and alternative work schedules (compressed [5-4/9 and 4/10] and flexible [flexitour, flexitime, and maxiflex (24 hour maxiflex applies to VS and WS field employees only)]).
- b. Daily tours for Headquarters employees may begin no earlier than 6 a.m. and may end no later than 6 p.m. Field units may establish different start/stop times based on local mission requirements.
- c. All Headquarters employees will be assigned to a maxiflex schedule unless mission requirements prevent such a tour. Agency heads will decide tours of duty to which field employees will be assigned.
- d. Agency heads also may delegate the level of supervision that will have the authority to set tours of duty in field locations.
- e. MRP customer service bands at Headquarters are 8 a.m. to 4:30 p.m. Field units may adopt the above bands or may establish a different band based on mission or agency requirements.
- f. Headquarters flexitour and flexitime schedules have core days and hours of Monday through Friday, 9 a.m. to 3 p.m.
- g. Headquarters maxiflex core days and hours are Tuesday through Thursday, 9 a.m. to 3 p.m. Although maxiflex flexible days are typically Monday or Friday, other days within the workweek may be appropriate as an employee's flexible day if it is not detrimental to mission accomplishment.
- h. Recording attendance may be accomplished using traditional sign in/out sheets (e.g., HRO Form 345-F, MRP 345 R), electronically (WebTA), or by exception.
- i. Each manager/supervisor will determine the appropriate format to be used in recording attendance.
- j. Employees must take an unpaid lunch break of 30 - 60 minutes unless an exception applies as outlined in the HRDG Subchapter 4610, Section C.
- k. Maxiflex flexible days for Headquarters employees are Monday and Friday all day unless the employee is scheduled to work his/her regular tour. In such cases, the employee must adhere to established core hours.
- l. Maxiflex flexible hours (glide times) are 6 - 9 a.m. and 3 - 6 p.m., Monday through Friday. Although maxiflex flexible days are typically Monday and Friday,

other days within the workweek may be appropriate as an employee's flexible day if it is not detrimental to mission accomplishment.

- m. Maxiflex flexible days for field employees are Monday, Friday, and Saturday. Maxiflex flexible hours (glide times) are 6 - 9 a.m. and 3 - 6 p.m., Monday through Friday, and Saturday, 6 a.m. to 6 p.m. Although maxiflex flexible days are typically Monday and Friday, other days within the workweek may be appropriate as an employee's flexible day if it is not detrimental to mission accomplishment.
- n. Employees on a maxiflex tour may earn credit hours once they have worked or been in a paid leave status for 80 hours of the pay period. Exception: With prior supervisory approval, employees may earn credit hours on either Saturday of a pay period. On Saturdays, Headquarters employees may only earn credit hours between the hours of 8 a.m. and 6 p.m. On Saturdays, field employees may only earn credit hours between 6 a.m. and 6 p.m. The maximum number of credit hours employees may earn and carry over into each pay period is 24. GIPSA and AMS employees must obtain supervisory approval before earning any credit hours.
- o. Credit hours are earned or used in 15-minute increments.
- p. Absences during core and flexible times are granted in 15-minute increments.
- q. Members of the Senior Executive Service (SES) may not earn premium pay, including compensatory time off. SES members may earn religious compensatory time off.
- r. All Schedule C employees are required to work a standard tour of duty.
- s. Programs wishing to deviate from the established policies may do so with written approval from their Administrator. Prior to implementation of any deviations, a copy of the new policy must be forwarded to the Director, Human Resources Division (HRD), for review to ensure proper application of tours of duty laws, rules, and regulations.
- t. Before changes in existing policy can be implemented for employees in recognized bargaining units, agencies must satisfy their bargaining obligations.

5. OPERATING GUIDELINES

Additional information on tours of duty may be found in the HRDG Subchapter 4610, Tours of Duty. This Directive and HRDG Subchapter 4610 are available on the MRPHR homepage at <https://www.aphis.usda.gov/aphis/ourfocus/business->

[services/hrd/branches_teams/operations_policy/policy_branch/hr_policy_branch](#);
the APHIS Web site at
https://www.aphis.usda.gov/aphis/resources/manualsandguidelines/SA_Directives;
the AMS Web site at <https://www.ams.usda.gov/about-ams/policies/ams-issuances>;
and the GIPSA electronic library at
https://www.aphis.usda.gov/aphis/resources/manualsandguidelines/sa_directives/ct_gipsa_directives

6. INQUIRIES

- a. Direct general inquiries on procedural matters to the servicing personnel office.
- b. Direct requests for policy interpretations on complex issues to the Pay, Leave, and Tours of Duty Specialist, HR Policy Branch, HRD MRPBS at 301-851-2929.

/s/

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