

General Manual
Title 360 - Personnel

Part 427 - Hours of Duty
Subpart A - General

KS427.4 Definitions

O. **Special Tour of Duty** - A tour of duty of not less than 40 hours per week that does not fit in any other schedule, that permits a non-temporary, full-time employee to take one or more courses in a college, university, or other educational institution. Such tours will meet the criteria established in Section 427.24.

P. **Official Duty Station** - Federal Personnel Manual Supplement 296-33, Chapter 23, 2 (a), defines duty station as the city/town, county, and state in which the employee works. For most employees, this will be the location of the employee's work site. For the purposes of General Manual Title 360, Part 427, duty station is the county to which an employee is assigned.

General Manual
Title 360 - Personnel

Part 427 - Hours of Duty
Subpart A - General

KS427.5 Managing Compensatory Time

- A. Employees authorized to attend meetings in their official capacity as Natural Resources Conservation Service (NRCS) representatives are pre-approved for overtime compensation (overtime pay/compensatory time [OP/CT]) to attend those meetings.
- (1) District conservationists (DCs), or employees acting in that capacity, are expected to attend conservation district (CD) and Resource Conservation and Development (RC&D) meetings, and only watershed district meetings that sponsor Public Law (PL)-566 watersheds and pilots. These employees are entitled to OP/CT, if the meeting is held outside their regularly scheduled tour of duty.
 - (2) RC&D coordinators, project leaders, and employees acting in these capacities are expected to attend their respective meetings. These employees are entitled to OT/CT, if the meeting is held outside their regularly scheduled tour of duty.
 - (3) Additional staff requested to attend a meeting outside their regularly scheduled tour of duty, to represent NRCS in their official capacity, will be compensated in accordance with the policy.
- B. Attendance at other meetings will be approved by the appropriate Management Team (MT) member on a case-by-case basis. Unless the employee has been directed to attend, OP/CT will not be authorized for attendance at or preparation for training, meetings, conferences, and related discretionary activities.
- C. Requests for OP/CT will be submitted to the immediate supervisor, in advance of the time being worked, on Form KS-FNM-8, Request Authorization for Overtime/Compensatory Time/Compensatory Time for Travel. When extenuating circumstances occur that preclude obtaining approval in advance, the employee will submit the form as soon as possible after the time has been worked.
- (1) Completion of Form KS-FNM-8 is not required for those events described in paragraph A. above.
 - (2) Fair Labor Standards Act (FLSA) exempt employees with a basic rate of pay above that of the GS-10, Step 10, will generally be approved for CT, not OP.

General Manual
Title 360 - Personnel

Part 427 - Hours of Duty
Subpart A - General

KS427.5 Managing Compensatory Time (continued)

- (3) FLSA exempt employees with a basic rate of pay below GS-10, Step 10, will be approved for OP and may be authorized CT in lieu of OP at their request.
- (4) FLSA non-exempt employees will be approved for OP and may be authorized CT in lieu of OP at their request.

D. Supervisors are not authorized to require an employee to receive CT in lieu of OP when an employee works outside his/her regularly scheduled tour of duty. CT can only be substituted for OP when an employee requests, in writing, that the substitution be made.

- (1) DCs, RC&D coordinators, and project leaders may approve up to 4 hours of OP/CT per day, not to exceed 40 hours per fiscal year (FY), per employee.
- (2) MT members may approve up to 9 hours of OP/CT per day, not to exceed 160 hours per FY per employee.
- (3) Only the state conservationist (STC) may approve more than 9 hours of OP/CT per day or 160 hours per FY, per employee.

E. Employees will not accumulate more than 60 hours of CT. CT should be used as soon as possible after it is earned. CT will be used before annual leave, unless doing so during the last quarter of the leave year will result in the forfeiture of annual leave.

F. Employees who have not used accrued CT within 26 pay periods (PPs) from the PP in which it was earned will be paid at the overtime rate of pay in effect when the hours were worked.

G. Accrual of more than 60 hours of CT requires approval of the STC.

General Manual
Title 360 - Personnel

Part 427 - Hours of Duty
Subpart B - Work Schedules

KS427.13 Responsibilities

A. Supervisors

- (3) Ensure that staff is available to provide assistance to their customers during established office hours. Supervisors also will ensure that employees are scheduled to work when customers need them, and at other times when assigned duties can be most effectively performed.
- (4) Supervisors have the authority to disapprove the use of an alternative work schedule when it is being abused.
- (5) When a supervisor authorizes an employee to change from a flexible work schedule to any other work schedule, the supervisor will ensure all credit leave earned by the employee is used prior to the effective date of the new work schedule.

General Manual
Title 360 - Personnel

Part 427 - Hours of Duty
Subpart B - Work Schedules

KS427.14 Changing Tour of Duty

B. Establishment of, or changes in an employee's tour of duty will be requested on Form KS-PER-45.

General Manual
Title 360 - Personnel

Part 427 - Hours of Duty
Subpart B - Work Schedules

KS427.16 Establishment of Lunch-Time Periods

A. Fixed Lunch Schedules

- (4) Employees may vary the starting time of their lunch periods during a pay period with their supervisor's approval.

B. Flexible Lunch Schedule

- (6) Employees may vary the starting time of their lunch periods during a pay period with their supervisor's approval.

C. Circumstances Beyond Employee's Control

- (1) When an employee attends a one- or two-day training or meeting and the employee has no control over the length of the lunch period, and the lunch period is longer than that authorized in the employee's approved work schedule, the extra lunchtime established by the trainer or meeting chairperson will be considered as duty time.
- (2) When an employee attends a one- or two-day training or meeting and the employee has no control over the length of the lunch period, and the lunch period is less than that authorized in the employee's approved work schedule, the employee will be authorized overtime or compensatory time.
- (3) Under no circumstances will an employee be authorized less than a 30-minute lunch period.

General Manual
Title 360 - Personnel

Part 427 - Hours of Duty
Subpart C - Special Consideration

KS427.20 Temporary Assignments of Employees Working An Alternative Work Schedule (AWS)

- B. When travel, detail...
 - (3) When an employee attends training or a meeting for three or more consecutive days during one pay period, and the training or meeting is scheduled for eight hours per day, the employee's duty schedule will be changed to a traditional 40-hour work schedule for the entire pay period in which this attendance occurs.