BUREAU OF OCEAN ENERGY MANAGEMENT,
REGULATION AND ENFORCEMENT
INTERIM POLICY DOCUMENT

Effective Date: 08/31/2010 **IPD No. 2010-04**
Series: Administrative
Title: Credit Hours

Originating Office: Human Resources Office, Office of Administration and Budget

1. Purpose. This Interim Policy Document (IPD) provides policy and implementing guidance to the Bureau of Ocean Energy Management, Regulation and Enforcement (BOEMRE) managers, employees, and Servicing Human Resources Offices (SHRO) regarding the accrual and usage of credit hours.

2. Authority.

A. Title 5, United States Code (U.S.C.), Chapter 61, Subchapter II, Section 6121;

B. Title 5, United States Code (U.S.C.), Chapter 61, Subchapter II, Section 6126;

C. Title 5, United States Code (U.S. C.), Code of Federal Regulations (CFR), Part 610, Subpart D

3. Definitions.

A. Credit Hours – The hours within a flexible schedule established under 5 U.S.C. section 6122 which are in excess of an employee's basic work requirement and which the employee elects to work with supervisory approval so as to vary the length of a workweek or a workday and allow for time off for additional time worked.

B. Administrative Workweek – The administrative workweek is a 7-day calendar week extending from Sunday through Saturday.

C. Basic 40-hour Workweek: The basic 40-hour workweek is scheduled on 5 days, Monday through Friday, and the 2 days outside the basic workweek are consecutive.

D. Basic Workweek for Full-Time Employees: The BOEMRE established basic workweek for full-time employees is either the standard workweek of 40 hours or a Flexible Work Schedule that requires an 80-hour biweekly basic work requirement.

E. Basic Workweek for Part-Time Employees: The established basic workweek for part-time employees shall be no less than 16 hours or more than 32 hours per week.

F. Basic Workweek for Employees Covered by Collective Bargaining Agreements: Employees covered by collective bargaining agreements that provide for a basic workweek other than that described in C., D., and E. above may work the agreed upon workweek.

G. Flexible band: Hours between 6:00 a.m. and 6:00 p.m.

H. Deviations from Basic Workweek: Deviations from the basic workweek described above may be requested and authorized in accordance with the BOEMRE Administrative Delegations of Authority.

I. Saturday and Sunday: The hours included in the tour of duty as flexible workdays and flexible band with no regularly scheduled work hours. Employees may earn credit hours on Saturday and Sunday, only with prior supervisory approval.

J. Sunday Premium Pay: The credit hours worked on a Sunday, with prior supervisory approval, will not be eligible for Sunday premium pay.

4. Policy. This IPD addresses the procedures for accruing and using credit hours. It also addresses the recording/coding of credit hour accrual and usage in the QuickTime system.

5. Scope. All BOEMRE employees as defined in 5 U.S.C. 5541(2), without regard to whether the employee is exempt from or covered by the overtime pay provisions of the Fair Labor Standards Act of 1938, as amended, with the following exceptions:

A. Senior Executive Service members

B. Prevailing rate employees

C. Inspectors (Offshore Operations and Safety), GS-1801 positions are not authorized credit hours due to the unique working conditions of these positions; i.e., primary work is performed in an offshore setting involving travel over water by helicopter or boat.

6. Responsibilities.

A. Director.

The Director of the Bureau is responsible for establishing credit hours in accordance with applicable laws and regulations. The authority to approve BOEMRE credit hours has been delegated to the ADs. This approval authority may be further delegated at the discretion of each AD.

B. Supervisor.

The supervisor is responsible for ensuring that an employee's request for credit hours is properly

approved by the designated approving official within their organization. The earning or use of credit hours may be restricted to any group of employees if the work unit is substantially disrupted in carrying out its functions.

C. Employee.

The employee must request permission from the supervisor to work additional hours beyond 80 hours in a pay period. The employee must also request permission to use any earned credit hours.

7. Procedures.

A. Earning credit hours.

Credit hours will be accrued in 15 minute intervals and must be earned within the time period established for the length of the workday, i.e., 6:00 a.m. and 6:00 p.m. Hours that count towards the employee's basic work requirement may not be considered credit hours. One credit hour is earned for each hour of voluntary work in excess of the basic work requirement. Designated supervisory approval must be obtained prior to working any extra time. Credit hours may be worked no more than 4 hours on a regular workday, 8 hours per day on Saturday and Sunday and no more than 8 hours per day on an employee's Regular Day Off. Credit hours may not be worked on holidays.

Part-time employees must work a minimum of 80 regular hours prior to being able to earn credit hours. Hours a part-time employee works up to 80 hours, will be paid at the regular hourly rate.

B. Using credit hours.

Credit hours cannot be used in advance of earning them. Once credit hours have been earned, they may be used with designated supervisory approval on subsequent days, weeks, or pay periods. Full-time employees may only carry over 24 credit hours from one pay period to another. Part-time employees may carry over one-fourth of their regular bi-weekly hours.

8. Prohibitions. Credit hours cannot be earned for training hours, on a holiday, or during travel time.

9. Forfeiture of Credit Hours. Credit hours in excess of 24 hours from one pay period to another will be forfeited with no entitlement to basic pay or overtime pay. Upon transfer from the agency or separation from federal government credit hours will be paid out.

10. Tracking of Credit Hours. Credit hours must be tracked and managed in QuickTime separately from other timekeeping codes. Pay codes 230 (credit hours earned) and 231(credit hours used) are used for this purpose.

11. Further Information. For further information on coding of credit hours, contact your servicing HR QuickTime Administrator.

12. Cancellation. This IPD will remain in effect until no longer needed or incorporated into the BOEMRE Manual.

for

Robert E. Brown
Associate Director for Administration
and Budget