
Please see below.

ARTICLE 25

Hours of Work

Section 1 – Workweek

A. Standard Workweek

For all Agencies, the basic workweek shall consist of five consecutive eight-hour work days, Monday through Friday (with the same starting and finishing time each day) except for those employees with rescheduling authority as agreed upon by the NCFLL and Management, first

40-hour tour of duty, a compressed work schedule or flexi-time. The function of these exceptions is to enhance the ability of the Agencies to carry out their missions and to address employee needs.

B. Rescheduling Authority

1. The basic workweek for rescheduling authority shall be five work days, Monday through Friday of each calendar week. The work hours of an employee may be rescheduled by the employee or the employee's supervisor in furtherance of the mission of the agency and consistent with applicable laws and regulations. The full, applicable work day for employees on standard and compressed work schedules may be rescheduled. For employees on flexi-time, the supervisor shall not reschedule a work day exceeding eight hours. However, an employee on flexi-time may elect to work the full range of hours under the flexi-time work schedule. Under this election by the employee, the total daily hours worked (including rescheduled hours) cannot exceed the maximum daily hours under the flexi-time plan. On days when this election is invoked core hours do not apply. An employee on flexi-time, who elects to work more than eight hours on a rescheduled day, will notify their supervisor in advance. Split shifts may not be worked when workdays are rescheduled.
2. If an employee abuses his/her rescheduling authority, Management may withdraw this authority upon advance notice to the employee.

C. MSHA First 40-Hour Tour of Duty

The basic workweek for first 40-hour tour of duty for MSHA Authorized Representatives and Right of Entry employees shall be the first 40-hours worked within a period of five consecutive days in the Sunday through Saturday administrative workweek, beginning as early as Sunday, but no later than Monday unless requested by the employee and approved by Management. An employee may vary the number of hours worked on a given workday within the week. This scheduling may be subject to the mission needs of the Agency and will be consistent with applicable laws and regulations.

An exception to the above may be made for professional technical staff in district offices that elect to work a different schedule. Such election is subject to Management approval, Agency mission, and must be in

accordance with applicable law, regulation, and consistent with other provisions of this Agreement.

Section 2 - Reporting Hours Worked

All employees shall report and record all hours worked, including authorized and/or approved overtime hours in the Department's automated time and attendance system. It is understood by the parties that any Agency program time distribution tracking system is for purposes of tracking program activity and not for tracking employee time and attendance for pay purposes.

Section 3 - Changing Work Schedules

A. General Changes

Management agrees to notify the NCFLL at least three weeks in advance of any Management initiated proposal to make a general change in regularly scheduled hours of work.

B. Intermittent Changes

Management agrees that short-term changes in an employee's scheduled hours of duty shall be kept to the minimum necessary to accomplish the mission of an Agency. When Management has advance knowledge of the need for such changes, Management shall notify the designated NCFLL Official and the employee as soon as possible.

Section 4 - Split Shifts

Management will not schedule breaks of more than one hour in a workday, as provided in 5 CFR 610.121.

Section 5 - Rest Breaks

- A. There will be a 15-minute rest break in the first half of an eight-hour day and a 15-minute rest break in the second half of an eight-hour day. Employees will be able to schedule their own breaks consistent with office coverage.
- B. Breaks will be scheduled by the employee, subject to supervisory approval, so that the operations of the Department are not interrupted. Rest periods will not be continuations of lunch periods, and they may not be granted immediately after the beginning of the workday or immediately prior to quitting time, nor shall they be accumulated.

