

Article 13

Hours of Work

General Provisions

1. For the purposes of this Article, the following definitions shall apply:
 - i. Administrative Workweek means a period of seven (7) consecutive calendar days designated in advance by the Employer.
 - ii. Regularly Scheduled Administrative Workweek for full-time employees means the period within an administrative workweek when these employees are regularly scheduled to work. For part-time employees, it means the officially prescribed days and hours within an administrative workweek during which these employees are regularly scheduled to work
 - iii. Pay Period means the fourteen days from Sunday through the Saturday 14 days later that each paycheck is based on. For the purposes of schedules, the days of the pay period will be numbered days one (1) through fourteen (14) consecutively. For example, the first Tuesday of the Pay Period is Day 3. The second Tuesday of the Pay Period is Day 10.
2. The Agency reserves the right to schedule basic workweeks, pay periods, establish, or reschedule tours of duty, and make assignments in the interest of effective management of operations. The Agency will attempt to schedule tours of duty and assignments so that all employees have at least two consecutive days off. However, the Agency reserves the right to determine the employee schedules based on operational needs.
3. Each employee will be at their normal mustering station/work site attired for work in clothing appropriate for the job to be accomplished and prepared to begin their duties at the designated starting time of their work day or shift and at the conclusion of any lunch/break period.
4. Employees are notified of their emergency work status each year. Employees shall report to work in accordance with OPM and NIH guidance based on the designation they receive each year. In accordance with his or her designation, an employee who does not report and/or does not call in, may be charged AWOL.
5. Each employee will be given reasonable advance notice of their tour of duty and any changes to such, except in emergency situations. Established tours of duty may require staff to work holidays.

Office of Research Facilities (ORF) Provisions for Wage-Grade Staff

1. Breaks in working hours of two 20 minute breaks will be observed, workload permitting. Generally, breaks will be approximately halfway between the start of the day and lunch, and halfway from the end of lunch to the end of the workday, workload permitting. Breaks cannot be taken consecutively.
2. Lunch: Employees assigned to 24/7 shifts in the ORF will have no scheduled lunch period, but such employees will be allowed an unspecified period of time during their tour of duty to eat lunch at such times as they can be spared from their duties. The officially recognized lunch period for Day Shift personnel will be: 12 noon - 12:30 p.m.
3. Clean Up: Prior to regularly scheduled breaks, employees may take five minutes for cleanup. Prior to lunch, employees may take 15 minutes for cleanup and travel to an appropriate break area. At the end of the workday, employees may take 30 minutes to clean up the work area and shower. Employees assigned to shift duties may be required to clean-up in rotation. Shift employees may be recalled during clean-up to their duty stations during critical operating situation or may not be allowed any clean-up time under such circumstances.

Office of Research Services, Library

1. The NIH Library is open to NIH staff and the public 365 days a year. However, when OPM announces that the government is closed, the library is closed to NIH staff and the public. Library staff members are expected to follow the directives received in their yearly emergency designation letter.
2. At least one Information Desk staff member is required to be on duty at all times when the library is open.
3. In the event Information Desk staff are not able to cover all hours the Library is open, volunteers will be solicited from other permanent staff. If no one volunteers, a staff member may be assigned to work.
4. All employees are encouraged to take breaks and lunch periods in designated cafeteria and break areas.
5. Breaks in working hours of two (2) fifteen (15) minute breaks will be observed, workload permitting. Generally, breaks will be approximately halfway between the start of the day and lunch, and halfway from the end of lunch to the end of the workday, workload permitting. They can be taken no earlier than one (1) hour after the employee's tour begins, and no later than one (1) hour before the tour is scheduled to end. Breaks cannot be taken consecutively.

Nutrition Department

1. One week of schedules will be posted by Friday of each week, fourteen (14) calendar days in advance of becoming effective.
2. Employees are assured of at least two days off weekly. A thirty (30) minute lunch period for full-time employees of the bargaining unit will be established for every position by the employer. Changes in the lunch period may be made by the employer to provide adequate staffing or to maintain continuity of the work flow.
3. Breaks in working hours of two (2) fifteen (15) minute breaks will be observed for full-time employees, workload permitting. Generally, breaks will be approximately halfway between the start of the day and lunch, and halfway from the end of lunch to the end of the workday, workload permitting. Part-time employees are provided one 15 minute break, workload permitting.
4. Employees are required to obtain approval from their supervisors before leaving their assigned place of work during duty hours. Employees absenting themselves from the job site of their assigned duties without authorization may be charged absence without leave (AWOL).

Emergency Communications Center (ECC)

1. The ECC operates 24 hours a day, seven days a week.
2. Employees will be notified within a reasonable time if they are needed to report to work for relief shifts. Employees that are called in for a relief shift will make every reasonable effort to report for duty.
3. Relief shifts will be determined in the following order: (1) Employees scheduled to work the next oncoming shift after a need is determined by management will be called in by seniority, (those with the most seniority in the ECC will be called first) and asked to volunteer to report to work earlier than their scheduled time; (2) Employees that have scheduled sign off days on the days in which the relief shifts need to be filled, will be called in by seniority (those with the most seniority in the ECC will be called first) and asked to volunteer to report to work; (3) If no employees are available to volunteer to work the relief shift, then the employee physically present at the worksite, with the least amount of seniority in the ECC, may be assigned Overtime. 4) If no staff member physically present is eligible to work the shift based on operational guidelines, Overtime may also be assigned to staff members who are on their sign off days. This Overtime will be assigned by seniority (those with the least seniority in the ECC will be assigned Overtime first).

4. Breaks in working hours of two (2) fifteen minute (15) breaks will be observed, workload permitting. Generally, breaks will be approximately halfway between the start of the day and lunch, and halfway from the end of lunch to the end of the workday, workload permitting. Breaks cannot be taken consecutively. Any alteration of breaks must have prior authorization from the supervisor.
5. Employees are required to obtain approval from their supervisors before leaving their assigned place of work during duty hours. Employees absenting themselves from the job site of their assigned duties without authorization may be charged absence without leave (AWOL). In an emergency restroom situation, where a supervisor is not immediately available, the employee will inform a co-worker of their need to leave the work area.

John Todd
Heather DeBorja