

Part 427 - Hours of Duty
Subpart A

WV427.3 General Provisions

- A. The 4-10 hour workweek can only be approved by the State Conservationist. Requests from the employee must be routed through supervisory channels with recommendations and reasons how this tour will benefit WV NRCS. This tour will not normally be approved. A combination of using compensatory leave and credit leave in order to achieve a 4-10 schedule is not authorized. Supervisors are to monitor the use of such leave to ensure this provision is being met.

Subpart B

WV427.10 Establishment of Workweeks

- A. Workweeks scheduled to cover a Saturday or a Sunday require the advance approval of the State Conservationist.

WV427.11 Establishment of Work Schedules

- B.(2) Working hours and days in the basic workweek may be infrequently changed to meet the needs of the agency and must be approved prior to the change by the employee's supervisor. Documentation of this change must be maintained by the timekeeper.
- B.(3) The normal or regular established tour of duty is not to be changed due to a holiday.
- C.(vii) Credit hours are not an entitlement. Supervisors are to monitor the earning of credit leave to ensure that there is an agency need for working during those periods of time.

WV427.12 Credit Leave

- G. West Virginia part-time employees are not permitted to be on a flexitour schedule.
- H. West Virginia part-time employees do not earn credit leave.
- I.(2) Supervisors may grant a permanent authorization to employees to earn up to two hours credit leave for meetings held after 6:00 p.m. where NRCS presence is required for the mission and program direction of NRCS. This would allow an employee to work an 8-hour day and then earn two hours of credit leave when required to attend an evening meeting. All other exceptions must be approved by the State Conservationist.