

MOU between CDER and NTEU on changes to CDER Core Hours and Establishment of "Any 8" as the Standard Tour for all CDER Employees

<u>Subject</u>	<u>Description</u>
Core Hours:	10:00 am – 2:00 pm Monday through Friday Core hours are the hours during the workday in which all employees must be present for work or on approved absence. Employer is encouraged to schedule meetings during core hours, and give employees as much advance notice of these meetings as feasible.
Flexible Band:	12:01 am Monday – 11:59 pm Saturday The flexible band are the hours during the work week which employees may choose to vary times of arrival to and departure from the worksite. Sundays may not be used to complete the basic work week requirement.
Credit Time:	Cannot be earned until employee completes an 8 hour tour. Can be earned on Saturday and Sunday. If employee is approved to work on a Sunday, those hours will be recorded as credit hours. The Agency will not pay Sunday pay for those hours an employee approved to work on Sunday. Employees who are officially ordered and approved in advance to work on Sunday may receive overtime pay for all hours worked in excess of 40. Request to earn or use credit time must be approved in advance. Approval to earn or use credit hours may be granted orally. If employees are ordered to work on their own time or outside their normal working hours, then compensatory time may be received. Irregular or occasional overtime work performed by an employee on a day when work was not scheduled for him or her, or for which he or she is required to return to his or her place of employment, is deemed at least two (2) hours in duration for the purposes of premium pay, either in money or compensatory time off.
Exceptions:	Office Directors may approve exceptions for: <ul style="list-style-type: none">• "ongoing" approval for an employee to earn and/or use up to 2 hours of credit time per day.• "ongoing" or "single" exceptions to core hours.
Requests for exceptions:	All exceptions must be made in writing or by email. An employee is not prohibited from applying for an uncommon tour of duty for specific personal reasons (for example, because of transportation arrangements, day care arrangements, education or training schedules, or health reasons.)
Exceptions:	Exceptions to individual CDER core hours or work tour may be presented to the CDER Senior Management Team (SMT) by Office Directors for consideration. Approval of any modification request by an Office to the above agreement must be approved by CDER SMT.

For CDER

RJ Jost

Date

5/31/05

For NTEU

Bernie Orndorff

Date

5/31/05