

HHS Transmittal: 96.16

Personnel Manual

Issue Date: 6/17/96

Material Transmitted:

HHS Instruction 610-1, Establishing and Administering Work  
Hours, Work Weeks, and Work Schedules

Material Superseded:

HHS Instruction 250-10 (all)

HHS Instruction 610-1 (all)

HHS Instruction 610-4 (all)

Background:

This Instruction has been revised consistent with recent changes in the organization of HHS, and in support of HHS administrative initiatives calling for more streamlined rules and greater delegation of authority.

Under this issuance, three Instructions have been combined and reduced to a delegation of authority because of similar subject matter and the need for greater streamlining of the rules.

Any reference to "OPDIV" in this Instruction now includes AHCPR, ATSDR, CDC, FDA, HRSA, IHS, NIH, SAMHSA, the Office of the Secretary, the Program Support Center, HCFA, ACF, and AOA.

This issuance is effective immediately. Implementation of this issuance must be carried out in accordance with applicable laws, regulations, and bargaining agreements.

Filing Instructions:

Remove superseded material and file new material. Post receipt of this transmittal to the HHS Check List of Transmittals and file this transmittal in sequential order after the check list.

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Assistant Secretary for  
Management and Budget

INSTRUCTION 610-1

Distribution: HRFC (MERS) : HRFC-001

HHS INSTRUCTION 610-1  
DELEGATIONS OF AUTHORITY FOR ESTABLISHING AND  
ADMINISTERING WORK HOURS, WORK WEEKS, AND WORK SCHEDULES

A. Authority Delegated

1. I hereby delegate to the Heads of Operating Divisions (OPDIVs), including the Assistant Secretary for Management and Budget for the Office of the Secretary, the authority to establish and administer work hours, work weeks, and work schedules for Department employees, except those in the Commissioned Corps. This authority includes, but is not limited to, the following:
  - a. Establish for pay purposes an administrative work week which is other than Sunday through Saturday, or an administrative work day which is other than midnight to midnight (42 CG 195) .
  - b. Make exceptions to the basic work week in order to establish work schedules to begin on any day of the week, or to establish the first 40 hours of duty performed within a period of not more than 6 days in the administrative work week as the basic work week.
  - c. Establish regularly scheduled work weeks in excess of 40 hours in the administrative work week.
  - d. Grant exceptions to the established work schedules for full-time employees for educational purposes or under other circumstances.
  - e. Make assignments of tours of duty when shift or rotational tours are required.
  - f. Establish lunch periods for full and part-time employees. (Generally, in this Department, the lunch period is 30 minutes, but persons with delegated authority can modify it, eliminate it for tours of duty of 4 hours or less, or permit but not require an employee who has a work schedule of more than 4 hours in a day to work the tour of duty without a lunch period.)
  - g. Approve, modify, or terminate flextime, alternative work, and compressed work schedules.

h. Establish systems and procedures which balance the need for efficient administration of time and attendance but still provide for adequate controls and accountability.

2. These authorities may be redelegate with further redelegations authorized.

B. Prior Delegations

This delegation supersedes all prior delegations. To the extent that previous redelegations of authority covering the above subjects are consistent with the provisions of this delegation, they may remain in effect until new redelegations are made under the authority of this delegation.

C. Effective Date

This delegation is effective on the date of this transmittal.