

November 21, 2001

DRUG CHEMISTRY SECTION POLICY/PROCEDURE 95-DCS-2
EFFECTIVE DATE: November 26, 2001

TO: Drug Chemistry Section

FROM: SAC Deena J. Koontz

SUBJECT: Work Schedules

The normal work schedule for Drug Chemistry Section employees will be an 8 hour day, **8:00 AM to 5:00 PM, Monday through Friday**. Section employees have the option of working a flex@ schedule; that is, shifting the normal work schedule either to begin prior to 8:00 AM or after 8:00 AM. Allowable flex schedules in the Drug Chemistry Section are as follows:

7:00 AM - 4:00 PM, Monday - Friday
7:30 AM - 4:30 PM, Monday - Friday
8:30 AM - 5:30 PM, Monday - Friday
9:00 AM - 6:00 PM, Monday - Friday

If an employee desires to work a flex schedule, a request must be submitted to the supervisor. Once approved, the flex schedule will become the employee=s normal work schedule. Section employees are required to be at work during their normal work schedule. Exceptions to this policy require prior approval from the Supervisor.

Section employees who work before 6:00 AM or after 11:30 PM must have prior approval from the Supervisor. Exceptions to this policy would involve Bureau related travel, court, training activity, crime scene work, or instrument problems.

Department of Justice policy requires that employees take a one hour lunch break during the normal work day and that the lunch break not be used to shorten the work day. Exceptions to this policy require prior approval from the Supervisor unless the employee is involved in Bureau related travel, court, or crime scene work.

In addition, Drug Chemistry Section policy requires that employees take a lunch break if they work in excess of six hours in a day. Section policy also requires that employees working an extended work day of more than fourteen hours, take a second lunch break of at least 30 minutes. Exceptions to this policy require prior approval from the Supervisor unless the employee is involved in Bureau related travel, court, or crime scene work.

Non-sworn employees in the Section are required to work 40 hours during a normal work week. For non-sworn employees, overtime work is considered work that is in excess of 40 hours in a week. A non-sworn employee must have prior approval from the Supervisor before the employee can work overtime.

Sworn chemist positions in the Section are required to work a total of 171 hours in a four week pay period. Exceptions to this policy require prior approval from the supervisor. Work in excess of 171 hours in a pay period is considered overtime work and must follow the policies set forth in 95-DCS-8.