



# **U.S. Chemical Safety and Hazard Investigation Board**

**SUBJECT:** OFFICIAL WORKDAYS, OFFICE HOURS, AND ALTERNATE WORK SCHEDULES

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1. **PURPOSE.** This Order establishes the authorized work schedules and work schedule requirements for the U.S. Chemical Safety and Hazard Investigation Board (CSB).
2. **EFFECTIVE DATE.** This Order is effective upon passage by the Board.
3. **SCOPE.** This Order applies to all full-time CSB employees in the General Schedule and Senior Executive Service, except where otherwise noted.
4. **REFERENCES.** 5 U.S.C. Chapter 61; 29 U.S.C. Chapter 8; 5 C.F.R. Part 610; 5 C.F.R. Part 551; Office of Personnel Management (OPM) guidance: Handbook on Alternative Work Schedules [OPM]; Compressed Work Schedules [OPM]; Flexible Work Schedules [OPM]; Adjustment of work schedules for religious observances [OPM].
5. **POLICY.** Employee work schedules should support effective and efficient mission accomplishment by ensuring the consistent presence of sufficient staff to maintain high levels of productivity and performance; meet operational requirements and organizational goals and objectives; and effectively fulfill the CSB's public safety mission. Employees, as professionals, should have flexibility in their work schedules to allow them to balance work, personal, and family responsibilities.
6. **RESPONSIBILITIES.**
  - A. **The Board** – Establishes agency-wide policy on work schedules.
  - B. **Office of Financial Operations (OFO)** – Collaborates with the Office of Human Resources (OHR) to maintain the time and attendance tracking system and coordinate the administration of pay and leave for CSB employees with the assistance of OHR.
  - C. **Office of Human Resources (OHR)** – Works with the Office of Financial Operations (OFO) in administering pay and leave for CSB employees.
  - D. **Supervisors** – set, explain, and reinforce professional, mission-oriented expectations for their employees' use of work schedule flexibility. Supervisors have the responsibility and the authority to promptly and appropriately address individual or group problems with the proper use of work schedule flexibility. Supervisors are also responsible for reviewing and approving their employees' weekly time reports in the time and attendance tracking system. In addition, supervisors:
    - (1) Consult with the Office of Human Resources (OHR) to determine hours of duty information for employees;
    - (2) Establish and monitor employees' tours of duty and meal periods to meet operational requirements;
    - (3) Approve or disapprove an employee's request for an Alternate Work

Schedule (AWS);

- (4) Maintain appropriate records of approved work schedules and hours of work for all direct report employees and approve employee leave requests and timecards; and
  - (5) Authorize overtime compensation after determining mission requirements, funding availability, and overtime eligibility.
- E. **Employees** – Familiarize themselves with, and follow, the policies and procedures explained in this Order. Employees are responsible for:
- (1) asking their supervisors or human resources when necessary to clarify any aspects of the policies or procedures explained in this Order that are unclear;
  - (2) being on duty for their full workday unless absent on approved leave; and
  - (3) preparing and submitting time reports in the manner required by the time and attendance tracking system.

## **7. DEFINITIONS.**

- A. **Chairperson** – The Chairperson of the CSB or, in the absence of a Chairperson, the Board Member Designated the Interim Executive pursuant to Order 003.
- B. **Administrative Workweek.** The administrative workweek for the CSB is the seven-calendar day period, beginning at 0001 Sunday and ending at 2400 (midnight) the following Saturday.
- C. **Adverse agency impact.** A reduction in the CSB's productivity or effectiveness or an unreasonable increase in the cost of CSB operations.
- D. **Alternate Work Schedule (AWS).** Work schedules other than a traditional fixed work schedule. Includes both flexible work schedules (FWS) and compressed work schedules (CWS).
- E. **Basic Work Requirement.** The number of hours, excluding overtime hours, which an employee is required to account for by leave, work activity, or otherwise.
- F. **Biweekly Pay Period.** The 2-week (80-hour) period for which an employee is scheduled to perform work.
- G. **Compressed Work Schedule (CWS).** An 80-hour biweekly basic work requirement that is scheduled by an agency for less than 10 workdays.

- H. **Core Hours.** The time periods during the workday, workweek, or pay period that are within the tour of duty during which an employee covered by an AWS may be required by the employee's supervisor to be present for work or to account for by charging leave, previously earned credit hours, previously earned compensatory time off, etc., unless it is on the employee's regularly scheduled day off. An employee may be required periodically by their supervisor to participate in meetings or other CSB work-related activities outside of the employee's core hours.
- I. **Credit Hours.** Those hours within an AWS that an employee elects to work, with supervisor pre-approval, in excess of their basic work requirements.
- J. **Flexible Hours.** The time periods during the workday, workweek, or pay period within the tour of duty during which an employee covered by a FWS may choose to vary their times of arrival to, and departure from, the work site consistent with the duties and requirements of the position, with the approval of the employee's supervisor. Employees may choose their fixed usual arrival and departure times with the approval of their supervisors. When employees need to vary their actual arrival and departure times, they may do so with the approval of their supervisors.
- K. **Flexible Work Schedule (FWS).** A work schedule that allows for an employee to vary their arrival and departure time and/or duty days, with supervisory approval. A FWS includes core hours, if required, and flexible hours.
- L. **Irregular or Occasional Overtime.** Work that is officially ordered or requested and approved in advance by a supervisor and worked by an employee.
- M. **Meal Period.** An approved period of time in a non-pay and non-work status that interrupts a scheduled period of work for the purpose of permitting employees to eat or engage in permitted personal activities.
- N. **Overtime Pay.** Overtime pay, provided under Title 5 U.S.C., is pay for hours of work officially ordered or requested and approved in advance by an employee's supervisor or other authorized agency official in excess of an employee's regularly scheduled hours in a day or 40 hours in an administrative workweek.
- O. **Time and attendance tracking system.** The system used by the CSB to record and account for individual employee time and attendance. The CSB's time and attendance tracking system is currently Quick Time.
- P. **Tour of Duty.** Under an AWS, "tour of duty" means the limits set by the CSB within which an employee must complete their basic work requirement.
- Q. **Traditional Fixed Work Schedule (TFWS).** A work schedule consisting of five (5) consecutive 8-hour workdays, one (1) unpaid meal period and two (2) paid 15-minute breaks each workday, and two (2) consecutive days off in an administrative workweek. The work hours are the same each day, as agreed to by the employee

and the employee's supervisor.

8. **TIMEKEEPING.** All employees must record and submit their hours worked and leave used in the time and attendance tracking system.
9. **THE BASIC WORKWEEK.** For employees who are not on an AWS, the basic workweek consists of five (5) consecutive days from Monday through Friday, inclusive. The basic work requirement is eight (8) hours per day in the five-day basic workweek. This section does not apply to members of the Senior Executive Service (SES).

10. **WORK SCHEDULES.**

A. **General.** The following applies to all work schedules.

- (1) The official business hours of the CSB headquarters are 9:00 a.m. to 5:00 p.m. based on the time zone where the CSB is headquartered Monday through Friday.
- (2) An employee is required to be on duty or in an authorized leave status during core hours (if core hours are required).
- (3) A scheduled non-overtime workday may not exceed 10 paid working hours, plus a meal period, and does not require additional pay.
- (4) All work schedules will fall between 6:00 a.m. and 8:00 p.m. in the employee's respective time zone.
- (5) An employee's arrival and departure times shall be the same from day to day, except as approved by their supervisor.
- (6) All work schedules and changes must be approved in advance by the employee's supervisor.
- (7) Supervisors will provide reasonable advance notices for a management-directed work schedule change (e.g. from CWS to FWS) to OHR and the employee affected, unless the need for the change is urgent in support of the operations of the office in which the employee works or of the CSB overall or is a periodic, minor change to a workday for the purpose of mission support work.
- (8) During deployments, the Investigator-In-Charge (IIC) will determine the work schedule of the deployed team. No further approval is required. Overtime pay (subject to the availability of funding) or compensatory time is acceptable as required for hours that exceed the work schedule (e.g., an 8-hour workday or weekend work).

**B. Types of Work Schedules.** The following types of work schedules are authorized for CSB employees: (i) Traditional Fixed Work Schedule (TFWS), and (ii) Alternate Work Schedule (AWS).

**C. Types of Authorized Alternate Work Schedules.**

(1) Flexible Work Schedule (FWS).

(2) Compressed Work Schedule (CWS).

- a) A “5-4/9” CWS includes eight (8) workdays of nine (9) hours each plus one (1) workday of eight (8) hours within the biweekly pay period. The employee works 5 days the first week, then 4 days the second week, or vice versa, within the biweekly pay period. (See Appendix A.)
- b) A “4-4/10” CWS includes eight (8) workdays of ten (10) hours within the biweekly pay period. (See Appendix A.)
- c) The CSB is permitting utilization of both the 5-4/9 CWS and the 4-4/10 CWS for a period of one (1) year as a pilot program starting on June 15, 2025. Beginning on this date, an employee may submit a request to their supervisor for approval to participate in a CWS. An employee must have written approval from their supervisor to participate in a 5-4/9 CWS or a 4-4/10 CWS and also must complete training provided by OHR before commencing their participation in the CWS. At the end of the one-year pilot period, the Chairperson must either adopt one or both of these CWS’s permanently as an available work schedule or discontinue one or both of them. The Chairperson’s decision may be modified or overturned by a majority vote of the Board.
- d) If an employee with a CWS is required to work on a day that the employee otherwise would have off, the employee may choose to receive overtime pay (subject to the availability of funding) or compensatory time for working on that day.

**D. Requirements for Participation in an Alternate Work Schedule.**

- (1) An employee participating in AWS must maintain a performance rating of Fully Successful or better.
- (2) Initial and continued participation in an AWS is dependent on the ability of the employee and the CSB to accomplish assigned work.
- (3) An employee participating in a CWS must sign a CWS agreement. (See Appendix B.)

**E. Removal or Suspension of an Alternate Work Schedule.**

- (1) The CSB may remove an employee from participation in AWS or suspend an employee's participation:
  - a) When, in the judgment of the employee's supervisor, the CSB's work requirements preclude participation;
  - b) For conduct that demonstrates an employee's inability to act in a manner consistent with participation; and/or
  - c) Upon a decline in the employee's overall performance below the Fully Successful level.
- (2) Supervisors will counsel employees about specific problems before removing or suspending an employee's participation in an approved AWS. When a decision is made to remove an employee from participation in AWS, supervisors should consult with OHR and the employee must be given written notice indicating the reason(s) for removal.
- (3) When a decision is made to suspend an employee's participation in AWS, the supervisor will provide the employee notice prior to the end of the workday preceding suspension of their AWS of the hours the employee shall work and the expected duration of the suspension. When required by workload or mission requirements, a supervisor may change an employee's regularly scheduled day off or require an employee to work on that day. The employee shall be appropriately compensated for the time worked.

**F. Additional Requirements for Irregular and Occasional Overtime and Overtime Pay**

- (1) When employees are required to work irregular or occasional overtime hours contiguous to the hours of employees' non-overtime workday, such overtime will be accrued in 15-minute increments. Odd minutes are rounded up or down to the nearest full quarter fraction of an hour.
- (2) When employees are required to work irregular or occasional overtime on their regularly scheduled days off or at a time incongruous to their workday, employees are entitled to receive a minimum of two (2) hours of overtime pay or compensatory time. This provision only applies to the first two (2) hours of work in any 24-hour period, which, for the purposes of this Order, begins at 12:01 a.m. on the day the work is assigned. After the first two (2) hours of work, employees are entitled to a minimum of one (1) hour of overtime compensation for an assignment, beginning at the time the work is assigned, regardless of whether the assignment lasts for the entire hour. Assignments under this section are those directed by the employee's immediate supervisor, or other manager authorized to make such assignments. NOTE: This provision does not apply to field investigative activity.

- (3) Employees shall earn overtime compensation in accordance with applicable law and regulation for hours worked in excess of the employee's basic work requirement in a day or forty (40) hours in an administrative workweek (or appropriate to the AWS under which they are paid), which are contiguous to their regular work shift, or which take place while investigating an incident.
- (4) Employees shall receive their choice of overtime pay (provided that funds are available) or compensatory time for all irregular or occasional overtime worked.

#### **11. LIMITATIONS ON USE OF ALTERNATE WORK SCHEDULES.**

- A. If an office director determines that the use of a CWS and/or a FWS substantially disrupts the ability of the office or the CSB overall to carry out its functions, the office director, with the Chairperson's approval, may restrict the use of either or both a CWS or a FWS by an employee or group of employees in that office. If the decision to restrict a CWS and/or a FWS is made, the office director will promptly notify the affected employees in writing of the decision and the supporting rationale. The Chairperson's approval may be overturned by a majority vote of the Board.
- B. If the Chairperson determines that a particular AWS has had, or would have, an adverse impact on the work of the agency, the Chairperson may either disallow the creation of such a schedule or discontinue such a schedule, if it is already in use. The Chairperson's determination may be modified or overturned by a majority vote of the Board.

#### **12. MEAL PERIODS.**

- A. Meal periods will normally be scheduled as close to the middle of an employee's workday as possible and may not be taken at the beginning or end of the workday, except on an infrequent as-needed basis with the approval of the employee's supervisor.
- B. Meal periods are required for employees who work six (6) or more hours in a day.

#### **13. UNACCEPTABLE ATTENDANCE PRACTICES.**

- A. Unacceptable attendance practices include but are not limited to unexcused absence during core hours, failure to satisfy the basic work requirement, longer than permitted lunch breaks, and failure to timely notify supervisors of schedule variations.
- B. When a supervisor has reason to believe an employee is engaging in unacceptable attendance practices, the supervisor should document the employee's conduct and review the employee's time and attendance records. If the results indicate that the employee is engaging in unacceptable attendance practices, the supervisor should typically proceed with a progressive plan to address the problem. The first step will



usually be a counseling session in which the supervisor advises the employee of the problem, explains the necessary remedial measures, and warns of the consequences of failure to make a correction. If the unacceptable practices continue after counseling, the next step will typically be issuance of a letter of warning and institution of appropriate schedule restrictions. If the unacceptable practices still continue, disciplinary action will be taken. However, unless and until the CSB has a formal progressive discipline policy, this progressive approach is not required. The CSB's management always reserves the right to take what they determine to be appropriate action in relation to performance or conduct issues that are discovered, and management can specifically choose to respond with any of these action steps.

- 14. RELIGIOUS OBSERVANCES.** The CSB respects the personal religious beliefs and practices of its employees, and, where possible, will accommodate those beliefs and practices. If an employee's personal religious beliefs require the employee to abstain from work at certain times of the workday or workweek, the CSB will make a reasonable attempt to offer an AWS to the employee, provided that the AWS does not interfere with the efficient accomplishment of the CSB's mission. Specific requests for religious accommodation should be directed to the employee's immediate supervisor.

**15. HOLIDAYS.**

- A. The CSB observes all federal holidays.
- B. When a federal holiday falls on a Saturday, it will be observed on the Friday immediately before. When a federal holiday falls on a Sunday, it will be observed on the next workday. On holidays, employees are paid for the number of hours they are regularly scheduled to work on that day.
- C. Effects of Leave and Holidays on Compressed Work Schedules (CWS):
  - (1) **Leave.** As a condition of gaining the benefit of a CWS requiring fewer than ten (10) workdays in a biweekly pay period, an employee who takes a leave day is required to use the number of hours of leave that corresponds to the employee's scheduled work hours for the day leave is taken.
  - (2) **Holidays Worked.** When a paid holiday falls on an employee's scheduled workday in a CWS, the employee will be paid for the number of hours that have been scheduled and worked for that workday. No partial days will be scheduled or worked. If the employee works the holiday scheduled, the employee will earn and accrue hours of holiday leave equal to the number of hours that have been scheduled and worked for that workday to be used on a 'substitute day off'. On a substitute day off, the employee must use the accrued holiday leave equal to the usual scheduled hours for that workday.
    - a) An excused absence for the holiday will be equal to the hours the employee was scheduled to work.

- (3) **Holidays Not Worked.** When a paid holiday falls on an employee's scheduled day off in a CWS, the employee will have the choice to either (i) be granted the preceding workday off, or (ii) earn and accrue hours of holiday leave equal to the number of hours that the employee otherwise would have been scheduled to work to be used on a substitute day off, within the same calendar year. On a substitute day off, the employee must use the accrued holiday leave equal to the usual scheduled hours for that workday.
- (4) **Absences.** Absences that occur as a result of being on other types of approved leave will be charged based on the actual time utilized up to the total amount of hours scheduled for that particular workday.
- a) **Partial Day Absences.** Partial day absences that occur as a result of use of annual leave, sick leave or other leave will require charging the number of hours the employee was absent.
- b) **Absences of At Least One Full Day or More.** Full-day absences that occur as a result of use of annual leave, sick leave or other leave will require charging the number of hours the employee was normally scheduled to work on the specified day (e.g., an employee scheduled to work 10 hours who is absent due to a vacation or illness, must have 10 hours of annual, personal or sick leave time deducted from his/her leave accruals).
- c) **Leave for Miscellaneous Reasons.** Occurring on an Employee's Regularly Scheduled Workday (e.g., Jury Duty, Legal Actions, etc.). Leave for these reasons shall be paid for the number of hours of work scheduled for the day that the employee was actually involved in the activity.
- (5) **Administrative Leave Occurring on an Employee's Regularly Scheduled Workday.** Administrative Leave shall be paid for the number of hours of work scheduled for the day that the employee was actually on administrative leave. If the administrative leave continues for longer than one workweek, the employee will revert back to a Standard Workday/Standard Workweek schedule until the administrative leave is concluded. Administrative leave approved for an employee's regularly scheduled day off will not be paid, since the employee was not scheduled to work on that day.

16. **REVIEW AND UPDATE.** The Office of Human Resources is responsible for reviewing this Order at least every two (2) years and for proposing revisions to the Board when appropriate in consultation with the Chairperson and Office Directors of the CSB. This Order may be amended, rescinded, or revoked only by a majority vote of the Board. In the event that the Board consists of only a single Member (whether the Chairperson or another Member), that single Member may not amend, rescind, or revoke this Order.

#### **U.S. CHEMICAL SAFETY AND HAZARD INVESTIGATION BOARD**

October 30, 2000; Amended, November 21, 2000; Amended, August 5, 2002;  
Amended, June 2, 2025.

## APPENDIX A

**There are several ways in which a Compressed Work Schedule can work.**

**5-4/9 CWS:** An employee on a compressed 5-4/9 schedule works 9 hours on 8 workdays and 8 hours the other workday. The same day in each pay period must be elected as the non-workday, although it may be changed in advance of the start of the work week.

CWS (5-4/9) Example						
	Monday	Tuesday	Wednesday	Thursday	Friday	
Week 1	7 AM - 4:30 PM (9)	7 AM - 4:30 PM (9)	7 AM - 4:30 PM (9)	7 AM - 4:30 PM (9)	7:30 AM - 4 PM (8)	
Week 2	7 AM - 4:30 PM (9)	7 AM - 4:30 PM (9)	7 AM - 4:30 PM (9)	7 AM - 4:30 PM (9)	OFF	

**4-4/10 CWS:** An employee on a compressed 4-4/10 schedule works eight (8) workdays of ten (10) hours within the biweekly pay period. The same day in each pay period must be elected as the non-workday, although it may be changed in advance of the start of the work week.

CWS (4-4/10) Example						
	Monday	Tuesday	Wednesday	Thursday	Friday	
Week 1	7 AM - 5:30 PM (10)	7 AM - 5:30 PM (10)	7 AM - 5:30 PM (10)	7 AM - 5:30 PM (10)	OFF	
Week 2	7 AM - 5:30 PM (10)	7 AM - 5:30 PM (10)	7 AM - 5:30 PM (10)	7 AM - 5:30 PM (10)	OFF	

## APPENDIX B

### **SAMPLE 5-4/9 Compressed Work Schedule Agreement**

☐ **Compressed Work Schedule (5-4/9):** I will work eight 9-hour days, one 8-hour day and have one regular day off each pay period with the following schedule:

I will work eight 9-hour days from (time) \_\_\_\_\_ to \_\_\_\_\_, plus a 30-minute meal period.

I will work one 8-hour day on the \_ day of the pay period from (time) \_\_\_\_ to\_\_\_\_, plus a 30-minute meal period.

I would like my Regular Day off to be the \_\_\_\_\_ (day) of the \_\_\_\_ (first/second) week of the pay period.

I understand that I cannot vary my start and stop times.

I understand that my supervisor may establish core hours and, on an infrequent basis, require that I participate in meetings or other CSB work-related activities outside my core hours, or work during times that I would otherwise have off.

#### **2. Management to complete this section:**

☐ Approved

☐ Disapprove

Comments: \_\_\_\_\_

#### **3. This work schedule will be effective at the beginning of the pay period after the supervisor's approval, as indicated by signature and date.**

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Employee's Signature and Date

\_\_\_\_\_  
Supervisor's Printed Name

\_\_\_\_\_  
Supervisor's Signature and Date

**SAMPLE 4-4/10 Compressed Work Schedule Agreement**

☐ **Compressed Work Schedule (4-4/10):** I will work four 10-hour days and have one regular day off each week with the following schedule:

I will work eight 10-hour days from (time) \_\_\_\_\_ to \_\_\_\_\_, plus a 30-minute meal period.

I would like my Regular Day off to be \_\_\_\_\_ of each week.

I understand that I cannot vary my start and stop times.

I understand that my supervisor may establish core hours and, on an infrequent basis, require that I participate in meetings or other CSB work-related activities outside my core hours, or work during times that that I would otherwise have off.

**4. Management to complete this section:**

- ☐ Approved ☐ Disapprove

Comments: \_\_\_\_\_

**5. This work schedule will be effective at the beginning of the pay period after the supervisor's approval, as indicated by signature and date.**

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Employee's Signature and Date

\_\_\_\_\_  
Supervisor's Printed Name

\_\_\_\_\_  
Supervisor's Signature and Date