

Maxi-flex Schedule for Field Staff with Credit Hours

Implementation of the alternative work schedules in Chapter 19 is uneven, at best. Various offices, regions, and individual supervisors have different interpretations of the program. We are working to ensure the provisions of Chapter 19 are applied fairly and consistently for all staff.

This is our best effort to interpret the maxi-flex work schedule for field staff using information from Chapter 19, the local presentations conducted by the Office of Human Resources, as well as, additional clarifications from regional DMS offices and the Central Office. If there are any discrepancies in our interpretation, please let us know ASAP so we can resolve any issues.

Required Work

- 80 hours per pay period.
- Between the hours of 6:00 am to 10:00 pm - Monday through Saturday
- No more than 12 hours per day
- Must charge time on at least four of the six days each week

Hours can be accounted for by; holiday, annual leave, sick leave credit hours used as leave, work, travel, training, office, credit hours earned/used at home office, etc.

Credit Hours

You must earn credit hours for all work performed as follows:

- A. In your home office,
 - B. In excess of 12 hours in any one work day,
 - C. In excess of 80 hours in one pay period, or
 - D. On a Sunday (time bands are established for Sunday, so we can be ordered to work as comptime or overtime, voluntarily perform work as credit hours earned in our home office, or request to earn credit hours at an official work-site).
1. You can elect to have credit hours earned in your home office count toward your 80 hours of required work (you account for those hours on the time sheet as “credit hours earned/used home”) **or**
 2. You can elect to account for those hours as hours in excess of the 80 hour requirement (you account for those hours on the time sheet as “credit hours earned home”).
 3. All other credit hours (as stated above in B, C, or D) must be **earned credit hours** in excess of the 80 hour requirement, and recorded on the time sheet as either “credit hours earned home” or “credit hours earned credit union” (can be any official work site).
 4. Excess credit hours may be earned anytime during the pay period. You do not have to wait until you have worked the required 80 hours in a pay period.
 5. You may accumulate and carry over no more than 24 credit hours to the next pay period.

Earning Credit Hours:

- Supervisor approval is not required to earn credit hours for work performed in the field examiner's home office.
- Supervisor approval is (can be verbal) required to earn credit hours anywhere else (credit union, hotel, airport, regional office, central office, etc).
- You must submit NCUA form 1324 for all credit hours that are not counted toward the 80 hours of required work.

Using Credit Hours:

- NCUA form 71 is required to be submitted to the supervisor for all credit hours that have previously been recorded on NCUA form 1324.
- NCUA form 71 is not required for credit hours earned and immediately used in a field examiner's home office.

Training:

Credit hours may not be earned for training. However, your supervisor could approve credit hours to be earned after training in the hotel.

Chapter 19 provides that field examiner's may request that the home be designated an official work site when there are 8 or more hours of work and work will not be performed at another location. If the home is not designated as an official work site, hours worked at the home by field staff is considered credit hours because it is not part of the basic work requirement.

So, the question comes when there is a computer or internet based training ("webinar") that is less than eight hours to be performed in your home office. Since a "webinar" is considered training and credit hours may not be earned for training, it seems you can participate in this training at home only when your home has been designated an official work site. If you have eight or more hours of work (or training) to perform at home you can request your home be designated an official work site or you must go to another work site to participate in the training.