

**United States Department of the Interior
BUREAU OF LAND MANAGEMENT
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To: All ADs, SDs, and Center Directors
From: Director, National Human Resources Management Center
Subject: BLM Human Resources Day One Planning Guide

The attached information was prepared for use by managers in addressing a wide range of Y2K issues as they relate to human resources' issues. Many of the suggestions, facts, and tools are useful for Day One planning and implementation. Additional information can be found in the "Day One Planning Guide" issued by the Department's Office of Managing Risk and Public Safety.

Managers should contact their servicing personnel office for further information and assistance.

Signed by:
Linda D. Sedbrook
Director

Authenticated by:
Darlene Robitaille
Secretary

1 Attachment

1 - BLM Human Resources Day One Planning Guide (3 pp)

cc: SPOs
Y2K POCs

Distribution

RS-150, BLM Library

NI-100, Reading File

NI-160, Reading File

HR-200

HR-210

BLM HUMAN RESOURCES DAY ONE PLANNING GUIDE

Labor Relations Implications

Labor Management Obligations. Most of the "tools" and "facts" referenced in this guide exist within current Department policy and procedure. Labor management obligations may be limited to keeping the union informed of actions which are required. However, some of the actions referenced as "tools" may conflict with the terms of current collective bargaining agreements which must be complied with. Questions should be referred to your labor relations staff.

Union and Partnership Council Discussions. All unions and partnership councils should be kept informed of Y2K plans and preparations. Partnership councils can provide good ideas and help to keep employees informed of matters that may affect them.

Labor Agreements. Local managers are encouraged to review labor agreements early in Y2K planning and to consult with their labor relations staff to ensure that all obligations to unions and employees are met.

Assignment and Scheduling of Work

Assignment Authority. As always, supervisors and managers have the authority to assign employees to perform whatever kind of work is necessary to carry out the mission of the agency and to protect the Government's interests. Assignments do not have to be reflected in employees' official position descriptions.

Hours Worked. So long as they are fully and properly compensated, employees may be asked to work whatever hours are necessary. There is no limit to the number of hours per day, days per week, or which particular day's employees may be asked to work.

Adjusting Work Schedules. Since January 1, 2000 and the Y2K event will occur one time, it is not necessary to make permanent adjustments to the regularly scheduled tours-of-duty of employees engaged in Y2K activities.

Stand by/On-call Work. Employees may be required to "stand-by" or be "on call" for emergency work should the need arise. If an employee's activities are substantially limited or restricted and they are required to remain in a state of readiness to perform work, they are considered to be in a "stand by" status. "Stand by" time is considered "hours worked" and must be compensated. Conversely, if an employee is allowed to leave a telephone number or carry a pager and is given reasonable time to report for work if called in, they are considered to be in an "on call" status. "On call" time is not considered "hours worked" and is not compensated.

Call Back. If an employee is called back to work, any unscheduled overtime will be considered

at least 2 hours in duration for overtime pay purposes. This does not apply to employees in an "on-call" status.

Breaks. For health and safety reasons, it is prudent to give meal and rest breaks to employees assigned especially long shifts.

Premium Pay

FLSA Overtime. FLSA "non-exempt" employees (usually employees in non supervisory positions, one-grade-interval GS-7 and below, and WG positions) must be paid "time-and-a-half" for all hours worked in excess of eight hours per day or 40 hours per week. However, they may elect to receive compensatory time off ("comp-time") for an equal period of irregular or occasional overtime work. If not used in 6 months, non-exempt comp-time will be paid automatically at 1 ½ times the employee's hourly rate of pay in effect at the time it was earned. The hourly rate of pay is calculated by dividing the total remuneration paid (excluding some pay such as awards, Sunday/holiday premium pay) by the number of hours in the workweek for which the compensation is paid.

Title 5 Overtime. FLSA "exempt" employees (usually professional and administrative in two grade interval occupations) may be paid time-and-a-half for hours worked in excess of 8 hours per day or 40 hours per week or be given compensatory time off for an equal period of irregular or occasional overtime work. "Irregular or occasional" overtime work is work that is not scheduled in advance of the employee's administrative workweek. Compensatory (comp.) time is normally granted at the request of the employee. However, if the employee's rate of pay exceeds the maximum step of the GS-10 level then management may decide whether to pay overtime or grant comp. time in lieu of overtime. If not used in 6 months, exempt comp-time will expire. Overtime and comp. time must be approved by the supervisor in advance of the event.

Note: The highest rate of overtime pay an exempt employee can earn is limited to 1 ½ times the hourly rate of pay for step 1 of the GS-10 level. The hourly rate of pay is calculated by dividing the annual rate of pay, including locality pay, by 2087 hours.

Holiday Work. Employees working on a holiday, e.g., December 31, 1999, are entitled to be paid for whatever time they work, straight-time or overtime as appropriate, in addition to their regular holiday pay. An employee who is required to perform any work on a designated holiday is entitled to pay for at least 2 hours of holiday work. Employees working Saturday, January 1, 2000, whose basic workweek is Monday through Friday, will not be paid holiday pay for that time, but will be paid overtime for the time they work that day (rounded up to the nearest 15 minute increments). Note: Comp-time cannot be given in lieu of pay for work on a holiday.

AWS Employees. Employees on "compressed" or "alternate" work schedules (AWS) may have overtime or holiday work treated differently, depending on the requirements of their AWS

program. Time keepers and the servicing personnel offices can provide details on employees' AWS program features.

Pay Period Pay Limit. Ordinarily, the total pay an employee may receive within a pay period is limited to the rate for GS-15, step 10. However, this limit may be waived for Y2K. The Director (or his or her designee) may determine if an emergency exists and grant exceptions to the biweekly limitation on premium pay.

Leave

Annual Leave. Since Y2K occurs during the holiday season and at the end of the leave year, most employees will want to schedule some annual leave. However, supervisors are not required to approve annual leave if circumstances require that employees be on duty for the Y2K event. They may even cancel previously approved leave, to ensure adequate coverage.

Use-or-Lose Leave. Specific information can be found in IM No. HR-2000-009, Avoiding Forfeiture of Annual Leave Due to Y2K Computer Conversion Efforts, dated October 10, 1999.

Processing Personnel Actions

Federal Personnel Payroll System (FPPS). FPPS has been certified as Y2K compliant. However, in an effort to minimize FPPS overload, States/Centers may want to limit the number of personnel actions effective December 19, 1999, to required actions or actions impacting pay. Optional actions, such as reassignments or awards, could be made effective December 5, 1999 or January 16, 2000.

Normally, personnel actions that are effective December 19, 1999, must be released by January 5, 2000. To ensure that actions are received by the Department of the Interior's National Business Center (NBC), servicing personnel offices may want to release their actions to NBC by noon, Wednesday, December 29, 1999. System slow downs may occur after that time as NBC has requested that all customers transmit their time and attendance records for pay period one by noon, Thursday, December 30, 1999.

Work Distribution

Excused Absence. If employees cannot work because of Y2K related incidents (disruption to transportation systems, utilities, etc.) supervisors may place employees on excused absence (no charge to annual leave) until conditions permit them to return to work. In most cases, the same local administrative dismissal/closure procedures that apply to weather related emergencies will also apply to Y2K. Managers and employees should become familiar with these local emergency dismissal procedures, e.g., those issued by local Federal Executive Boards/Councils. Instructions will be issued from bureau headquarters or the Department if disruptions last longer than a few days.