

Time and Attendance

AUTHORIZED ASSIGNMENT HOURS

The EPA Monitor and the enrollee will establish an assignment schedule with the NCBA/SEE Program office to review for adherence to program guidelines. Each enrollee will identify their specific assignment hours by completing a Work Schedule form which is signed by the enrollee and the EPA Monitor.

The NCBA/SEE Program assignment hours for all enrollees are set between 12:01 AM Saturday through 12:00 midnight the following Friday; the **core assignment hours** for all enrollees are set between the hours of 7:00 a.m. through 6:00 p.m. Monday through the following Friday. Any exception to these time frames must be specifically requested and approved **in advance** and **writing** by the EPA Monitor. **Any enrollee reporting before 7:00 a.m. and staying beyond 6:00 p.m. must have the monitor or alternate monitor present during this time.** Any extenuating circumstances (i.e., inclement weather, etc.) preventing compliance with this procedure are to be reported as soon as possible to NCBA.

It is the EPA Monitor or Alternate Monitor's responsibility to approve assignment hours presented on the Time and Attendance Reports of enrollees assigned to them. Any authorized enrollee assignments performed more than forty hours per week will be paid at time-and-a-half accordance with the regulations, and wage and hour provisions established by the U.S. Department of Labor Fair Labor Standards Act. EPA Monitors and/or other authorized EPA officials who sign Time and Attendance Reports in excess of forty hours per week for any enrollee should be cognizant of the budget implications of the additional expense provided by time and a half rate of pay.

Under the NCBA/SEE Program, an enrollee **may NOT volunteer** for extra assignment hours without pay at his/her regularly scheduled position.
COMPENSATORY TIME IS NOT PERMITTED.

OVERTIME HOURS AND OVERTIME PAY

NCBA is responsible for monitoring and controlling SEE enrollee overtime within EPA offices.

In accordance with the provisions of the Fair Labor Standards Act, NCBA provides pay at a rate of time-and-a-half for tasks performed more than forty (40) hours per week. ***It is understood that any assignment hours in overtly (40} hours per week must be approved in writing and authorized by the appropriate EPA official and the NCBA SEE Program Director.***

ABSENCE FROM ASSIGNMENT

Absence from assignment due to illness, emergency, and/or other reasons must be reported to the EPA Monitor no later than two hours following the scheduled starting time. An enrollee or his/her representative shall call on each day of absence, Failure to report an absence within the stated time frame may be considered justification for forfeiting hours on the Time and Attendance Report for that day. Failure to give notification may be grounds for dismissal.

Position abandonment may be considered grounds for termination of enrollment if an enrollee arbitrarily leaves the position for three working days without explanation or without contacting the EPA Monitor or the NCBA SEE office.

If an enrollee misses three (3) consecutive days for any reason, including but not limited to illness or accident, the EPA Monitor must notify the NCBA SEE Program Director by email or by telephone, any unapproved absence must be reported immediately.

To resume that assignment following a five (5) day absence due to injury or illness, an enrollee must obtain a doctor's statement. This **statement must be given to the NCBA/SEE office before the enrollee may report to EPA to continue their assignment.** The NCBA/SEE office will authorize the enrollee's return to EPA. *Failure to seek NCBA authorization to return to the assignment will result in NON-paid time for the unauthorized period.*

COMPRESSED ASSIGNMENT SCHEDULE

NCBA/SEE Program in cooperation with the various EPA Divisions and Laboratories has agreed to allow SEE Enrollees be assigned a pre-approved compressed schedule. However, several conditions must be met:

The Compressed Assignment Schedule consists of four- 10-hour days per week;

The Compressed Assignment Schedule must not interfere with the normal flow of the office and only the EPA Monitor may seek permission for an enrollee to compress their schedule; and,

There are no flexible times in a compressed schedule. Enrollees' times of arrival and departure are set, as are

the days on which they are to complete their assignments. The Comprehensive Schedule is not given on demand but is approved by the EPA Monitor.

Jury duty hours should be shown as normal assignment hours and must be accompanied by a court statement or summons for jury duty:

NOTE: ERASURE AND WHITE-OUT ARE NOT ACCEPTED. STRIKE-OUT IS PERMITTED BUT MUST BE INITIALED. TIMESHEETS MUST BE ACCOMPANIED BY THE ORIGINAL SIGNATURE ENROLLEE

ENROLLEE BENEFITS

PAID HOLIDAYS

The NCBA/SEE Program establishes eleven (11) paid holidays per calendar year, which are concurrent with most federal holidays. The number of hours for which an enrollee will receive holiday pay is equal to the number of hours he/she was scheduled on an assignment that day.

Example 1: Normal assignment day = 8 hours
Will receive **8 hours** holiday pay.

Example 2: Normal assignment day = 6.6 hours Will receive **6.6 hours of** holiday pay.

Enrollees **may not** perform assignments or initiate travel on designated holidays. **Any exceptions must be pre-approved by the EPA Monitor or Alternate and NCBA/SEE Program Director. Enrollees must be in active status both before and after a holiday in order to be paid for the holiday;** i.e., an enrollee who is on leave without pay or whose last day before termination would be a holiday WILL NOT be eligible for holiday pay.

It is recommended that the NCBA/SEE Program office be contacted if confusion occurs regarding proper accounting for paid holidays.

The following holidays will be observed:

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|------------------------------------------|-----------------------------|
| (1) New Year's Day | (2) Labor Day |
| (3) Martin Luther King's Birthday | (4) Columbus Day |
| (5) George Washington's Birthday | (6) Veteran's Day |
| (7) Memorial Day | (8) Thanksgiving Day |
| (9) Friday following Thanksgiving | (10) Christmas Day |
| (11) Independence Day | (12) Juneteenth |

Additionally, enrollees will observe all holidays that are recognized by the assigned agency.

ANNUAL LEAVE

All enrollees are entitled to annual leave, which accumulates at the rate of one and one fifth hour accrued for every twenty (20) hours paid. This rate is multiplied by the total number of hours reported for the enrollee to determine the current pay period accumulation. Total hours paid (vacation, sick, regular hours, etc.) will be used to compute the accrual of annual leave.

The maximum annual leave that may be accrued and carried forward after the last pay in December is one (1) pay period (80 hours maximum). The cut-off date for determining the carryover hours is **AFTER THE LAST PAYROLL IN DECEMBER IS PROCESSED.**

Any accrued annual leave in excess of one pay period (or 80 hours), after the last payroll in December is processed, will be lost and may **not be used** or **paid**.

Vacation time may be taken as soon as it is earned with the approval of the EPA Site Monitor. Normally, an EPA Monitor should be given at least two (2) weeks notice in writing of planned vacations. A courtesy notice to the NCBA/SEE office is recommended when vacation is planned.

Enrollees who are terminated from the program will be paid their accrued annual leave up to the day of termination.

SICK LEAVE

All enrollees accumulate sick leave at the rate of one (1) hour for every twenty (20) hours paid. **Sick leave is paid only when the enrollee** is sick. An enrollee may not take a day off and claim sick leave pay when he/she is not actually sick. However, if it becomes necessary for an enrollee to take time off for a doctor's visit or a dental appointment, said time can be charged to accumulated sick leave. Accrued sick leave will not be paid to enrollees who leave the program.

The maximum sick leave that may be accrued and carried forward from one year to the next is 160 hours. The cut-off date for the maximum carryover of 160 hours is right after the last payroll in December is processed. Any accrued sick leave in excess of 160 hours will be lost after the last payroll in December is processed.

Annual leave may not be used to cover sick leave unless written authorization is given by the enrollee. Original signed and dated authorization is to be attached to the initial Time and Attendance Report.

The EPA Monitor must immediately notify the NCBA/SEE Management Analyst when any enrollee whose injury or illness, incurred on or off the job, results in an absence in excess of three (3) days. All absences due to illness or injury must be reported.

A doctor's dated and signed statement to **Permit an Enrollee's Assignment Resumption After Illness/Injury** is required after an absence of five (5) days. This statement is to be given to the EPA Monitor and the NCBA/SEE office **BEFORE** the enrollee may return to their assignment. The NCBA/SEE office is the only office permitted to authorize the enrollee's return to their assignment. Upon receiving authorization to return to the office/lab, the enrollee **MUST** be able to resume their **normal** assignment hours and all of their **regular position** duty requirements.

Time and Attendance reports must be submitted throughout any enrollee's use of sick leave for an extended period. If the enrollee is unable to sign due to hospitalization, etc., a typed statement to that effect on the enrollee's signature line, on the time sheet will suffice. The Monitor must also continue signing the time and attendance reports.

COMPENSATION FOR ABSENCE DURING ASSIGNMENT RELATED INJURY OR ILLNESS

Enrollee's for whom an "Employer's First Report of Injury" has been filed by the EPA Monitor and who are unable to perform their duties because of the assignment-related injury or illness, may become eligible to receive income benefits under Worker's Compensation. However, in each state there is a statutory waiting period before income benefits are payable under Worker's Compensation. The applicable statutory waiting period will apply as follows:

Three (3) days in the states of: Alabama, California, Colorado, District of Columbia, Illinois, Iowa, Maine, Maryland, Missouri, New Hampshire, Oregon, Puerto Rico, Rhode Island, Washington, and Wyoming.

Five(5) days in the states of: Idaho, Massachusetts, Mississippi, Montana, Nevada, and North Dakota.

Six (6) days in the state of Montana.

Seven 7 days in the states of: Arkansas, Florida, Georgia, Indiana, Kansas, Kentucky, Louisiana, Michigan, Nebraska, New Jersey, New Mexico, New York, Ohio, Oklahoma, Pennsylvania, South Carolina, South Dakota, Texas, and Virginia.

In all states, the waiting period begins the day after the date of the injury or illness. During the "waiting period", enrollees should be granted use of their accumulated sick leave, vacation leave (if the enrollee so authorizes Its use in writing) or be put into an "inactive" status if neither sick nor vacation leave is available. Beginning the day after the waiting period expires, the enrollee becomes eligible to receive income benefits under Worker's Compensation if he/she is still unable to perform his/her duties; no further sick leave will be granted. At that time, the enrollee will be placed in an inactive status by the SEE Management Analyst, until the attending Physician certifies and approves the SEE enrollee's return to their assignment.

LEAVE OF ABSENCE - LEAVE WITHOUT PAY

This type of leave is designed for absence from assignment not covered by other authorized leave policy as stated in this section. This leave is for emergency purposes (such as emergency support to family members or relatives) and is to be considered on a case-by-case basis and can only be approved by NCBA/SEE Office.

Enrollee extended leave without pay may include up to sixty (60) days, either consecutive or cumulative, during a calendar year. Six (6) months of paid time, starting from midnight of the sixtieth (60th) day, must accrue before any additional extended leave without pay may again be granted.

Request for such leave must be submitted in writing by the enrollee to his/her immediate EPA Monitor and to the NCBA/SEE office, stating:

The reason for the leave.

The expected duration of the leave.

JURY OR WITNESS DUTY

If an enrollee must serve on jury duty, he/she must immediately notify the EPA Monitor and inform the NCBA/SEE office in writing. NCBA encourages all SEE enrollees called to serve on County, Municipal or Federal juries to do so. During the time spent serving, enrollees will receive their regular rate of pay.

NCBA will pay SEE enrollees for jury duty hours that coincide with their regularly scheduled hours. In order to be paid his or her salary while on jury duty, or serving as a witness, the SEE enrollee is required to submit the official summons received for jury or witness duty.

Jury or witness duty shall be considered in terms of whole days or half days. If the enrollee's presence is required at court for only half day, he/she is expected to report to their EPA assigned duty station for the remaining half day.