



**United States
Department of
Agriculture**

Frequently Asked Questions

Administrative Notice 23-03

Maxiflex 24/7

March 2023

WHY WAS THIS POLICY IMPLEMENTED?

This policy was implemented to ensure APHIS Programs have the needed scheduling flexibility to ensure mission success and to support employee work-life balance.

DOES APHIS ADMINISTRATIVE NOTICE 23-01 LENGTH OF WORKDAY APPLY TO MAXIFLEX 24/7?

Yes, it applies to the Maxiflex 24/7 work schedule.

WHAT SCHEDULING FLEXIBILITIES MAKE-UP A MAXIFLEX SCHEDULE?

Maxiflex schedules consist of some degree of each of the following employee flexibilities:

- Input into the tour of duty using MRP-346,
- Flexing (aka “gliding”) during flexible time bands,
- Using Core Time Deviations,
- Making-up time during the pay period in lieu of a charge to leave, and
- Earning and using of credit hours

WHAT ARE “PROGRAM PARAMETERS” UNDER MAXIFLEX?

These are the Program identified parameters (boundaries) within the APHIS umbrella policy that will make-up the Program’s maxiflex policy and apply to all Program employees under the work schedule.

WHAT ARE SCHEDULING NORMS?

Scheduling Norms (think standard operating procedures) are within a Program’s Parameters. They describe what is usually expected in employees’ regular and recurring tours of duty as documented on the MRP-346, Designation of Tour of Duty. These may be established on a unit-by-unit basis due to the variety of work within each Program. For example, Program staff XY may set a scheduling norm stating that administrative employees will typically earn base hours between 6am and 8pm Monday – Friday and that all gliding requires prior supervisory approval except in documented emergencies.

WHERE DO I FIND MY PROGRAM’S PARAMETERS AND SCHEDULING NORMS?

These documents will be shared with all employees during Program maxiflex webinars and will be posted within Program sites, e.g., SharePoint, Intranet. Your Program will let you know where it is posted. Once the MRP Human Resources Desk Guide is updated, the Program Parameters will also be posted there.

HOW DO I KNOW IF I AM ON THE MAXIFLEX WORK SCHEDULE?

Your supervisor will let you know if you are under maxiflex.

DO I HAVE TO COMPLETE AN MRP-346, DESIGNATION OF TOURS OF DUTY, FORM?

Yes, all employees under maxiflex must complete this form and obtain supervisory approval for their requested tour under maxiflex.

HOW OFTEN DOES THE MRP-346 NEED TO BE UPDATED?

Each supervisor can determine the frequency. For example, the supervisor may require updating e.g., anytime there is a change, quarterly, or biannually. At a minimum, the Human Resources Division recommends that the form be reviewed on an annual basis and when there is a change in supervisor.

HOW IS THE MRP-346 MAINTAINED?

Each staff’s timekeeper is responsible for securely filing, electronically or in hardcopy, each employee’s MRP-346, including any subsequent updates. These must be maintained for six (6) years in the event of a pay or other claim and for review purposes.

WHO DO I CONTACT IF I HAVE ADDITIONAL QUESTIONS?

If you have questions about:	Then please contact:
Your Programs’ Parameters or Scheduling Norms,	<ul style="list-style-type: none">• Your supervisor, or• Your Program’s Resource Management point of contact.
APHIS Administrative Notice 23-03, Maxiflex 24/7,	Nella Roberts, MRPBS, Human Resources Policy Branch, by email at Nella.H.Roberts@usda.gov , on Teams, or by phone on (301) 213-6606.
Operational issues, e.g., T&A coding,	Your Program’s servicing Leave and Compensation Team Specialist , HR Operations.