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**REVIEW MANAGEMENT**

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**Magnified Maxiflex for ORM**

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- PURPOSE**
- This MAPP describes Office of Review Management (ORM) policies and procedures governing the alternative work schedule (AWS) (hereafter Magnified Maxiflex) for senior executive service (SES) and physician special pay (Title 38) employees. Where there is a difference between this MAPP and ORM's AWS MAPP 6002.1, this MAPP supersedes.
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**BACKGROUND**

- The Magnified Maxiflex program provides individuals with the flexibility to schedule their work time to accommodate their needs so long as it does not materially disrupt the conduct of the Center's business.

Implementing Magnified Maxiflex within ORM requires balancing the need to work as a team with the individual needs of employees. The review work of the divisions is highly demanding, requiring multiple applications to be reviewed concurrently under tight deadlines. To meet these deadlines, the individual reviewers must work well together as a team, with opportunities for frequent and direct (often face-to-face) communication. For this reason, CDER has attempted to locate all members of the review team together in contiguous space, including reviewer team members from other offices. The implementation of Magnified Maxiflex must not undermine the effectiveness

and efficiency of this team effort. At the same time, we want to allow ORM's SES and Title 38 employees to use the Magnified Maxiflex program to accommodate their needs as much as possible without compromising our work and mission and to give them as much as possible the same flexibility that other ORM staff already have. ORM's Magnified Maxiflex plan represents an effort to achieve this balance.

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## REFERENCES

- FDA's AWS Master Plan (May 1997)
  - CDER's AWS policy (MAPP 4657.1)
  - ORM's AWS policy (MAPP 6002.1)
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## DEFINITIONS

- **Alternate Work Schedule.** Any work schedule other than a designated, fixed work schedule.
- **Basic Work Requirement.** The number of hours an employee is regularly scheduled to work (i.e., full-time employees, 40 hours in a week or 80 hours in a biweekly pay period; for part-time employees, fewer than 40 hours but not less than 16 hours or more than 32 hours in a week or fewer than 80 hours) in a biweekly pay period.
- **Core Hours.** The time during the workday, workweek, or pay period within the tour of duty during which an employee covered by a flexible (not compressed) work schedule must be present at the official work site for work.
- **Compressed Work Schedule.** Employees fulfill the requirement of working 80 hours in a biweekly pay period over a span of eight or nine workdays. This is a fixed schedule with a predetermined starting and ending time for each workday in the pay period, and the same day off each pay period. No credit hours may be earned by employees on a compressed work schedule.
- **Credit Hours.** Hours worked in excess of the basic work requirement used to vary the length of a workday.

- **Flexible Bands.** The time during the workday, workweek, or pay period within the tour of duty during which an employee may choose to vary his/her times of arrival to and departure from the work site. These time frames also provide time in which credit hours may be earned.
- **Maxiflex (Flexitime).** Work is performed within the designated flexible band of hours, and employees must be present for work or on approved leave during the designated core hours. Employees are allowed, with supervisory approval, to earn credit hours during the flexible bands.
- **Overtime Work.** Work that is officially ordered and approved in advance and performed outside the employee’s official work schedule.

**POLICY**

1. This MAPP defines the broadest parameters under which ORM can operate. Each office must adopt this plan or establish internal procedures within the bounds of these limits. Each office must submit a plan to the Deputy Center Director (Review Management) through the Senior Management Officer (SMO), ORM if it chooses not to follow the parameters established in this ORM MAPP.
2. This MAPP applies to ORM employees who are SES or Title 38 employees. This MAPP does not apply to Commissioned Corps Officers. Nor does this MAPP apply to Senior Biomedical Research Service (SBRS), GS, or GM employees because they can earn credit time and through that mechanism have even greater flexibility than offered through this option.
3. ORM’s Magnified Maxiflex core hours are 10:00 A.M. to 2:00 P.M. on Tuesday, Wednesday, and Thursday.
4. For the purposes of this MAPP, ORM’s Magnified Maxiflex maximum flexible bands are:

Monday and Friday	5:00 A.M. to midnight
Tuesday, Wednesday and Thursday	5:00 A.M. to 10:00 A.M. 2:00 P.M. to midnight
Saturday	5:00 A.M. to 6:00 P.M.

Therefore, the basic work requirement must be met during the flexible bands and core hours. In accordance with the Agency's AWS master plan, hours worked on Sundays do not count towards completion of the basic work requirement.

5. Requests to participate in Magnified Maxiflex must be approved by the employee's immediate supervisor.
  6. SES and Title 38 employees are ineligible to earn credit time, overtime, or compensatory time. Any hours worked in excess of 80 in a pay period will be lost for these employees. Under no circumstances can hours worked in one pay period be counted towards the basic work requirement of another pay period.
  7. ORM employees are not permitted to work an official compressed work schedule without approval of the Deputy Center Director (Review Management). (See MAPP 6002.1.)
  8. In all cases, the Magnified Maxiflex options available to employees will depend on coordinating employee schedules so that adequate office coverage is maintained and work operations are not hindered.
  9. Employees are expected to be available for meetings during regular CDER business hours even if their attendance would interfere with their participation in Magnified Maxiflex. Meeting times, training times, etc., are not defined by the core hours but can be scheduled to accommodate Center, office, and division needs. Managers are required to ensure adequate staffing of all Center functions during official business hours. (SES and Title 38 employees may be required to return to duty even after working 80 hours in a pay period.)
  10. The appropriate leave category is charged if the employee is off during core hours or if the employee fails to complete 80 hours of work in a biweekly pay period. The minimum charge for leave is one-quarter hour, and additional charges are in multiples thereof.
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## RESPONSIBILITIES

- The **Deputy Center Director (Review Management)** will review ORM's Magnified Maxiflex plan at least annually and decide whether or not to continue, modify, or terminate it.

- **ORM Office Directors:**

1. Determine to what extent Magnified Maxiflex should be implemented in their offices.
2. Adopt ORM's plan or develop a supplemental Magnified Maxiflex plan for their offices and distribute it to all employees in the office who are eligible to participate. Additions may make the plan more restrictive but may not make the plan less restrictive than the ORM plan. Any changes should be submitted to the Deputy Center Director (Review Management) through the SMO, ORM.
3. Review the office's Magnified Maxiflex supplemental plan at least annually and decide whether to continue, modify or terminate it. Any changes should be submitted to the Deputy Center Director (Review Management) through the SMO, ORM.
4. Approve all Magnified Maxiflex requests and/or modifications for SES and Title 38 direct reports in the office, taking into account workload requirements and office functions as well as considering the impact on the schedules of other employees.
5. Give the names of direct reports who are eligible to participate in Magnified Maxiflex to the appropriate timekeepers.

- **ORM Division Directors/Supervisors:**

1. Determine, on a continuing basis, when the work requirement of certain positions precludes employees in those positions from participating in Magnified Maxiflex.
2. Approve all Magnified Maxiflex requests and/or modifications for SES and Title 38 direct reports in the division, taking into account workload requirements and office functions as well as considering the impact on the schedules of other employees.
3. Review and, if concur, forward employee requests for exceptions to ORM Magnified Maxiflex core hours to the Deputy Center Director (Review Management).

4. Give the names of direct reports who are eligible to participate in Magnified Maxiflex to the appropriate timekeepers.

- **Employees:**

1. Request, in advance, their supervisor's permission to participate in Magnified Maxiflex.
2. Submit a written schedule at the start of each pay period, if required.
3. Account for their time through the use of a time accounting system agreed upon by their supervisors and timekeepers.
4. Keep track of the total hours worked each day and report those daily totals to their timekeepers. (Timekeepers will record the number of hours actually worked each day on the time card.)

- **The SMO:**

1. Reviews supplemental plans for adherence to ORM policies.
  2. Maintains a record of all office supplemental plans.
  3. Provides information and guidance to ORM employees about Magnified Maxiflex policies and procedures.
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**EFFECTIVE DATE**

This MAPP is effective upon date of publication.