

SMG 1430.4

FDA STAFF MANUAL GUIDES, VOLUME II - DELEGATIONS OF AUTHORITY

ADMINISTRATIVE - PERSONNEL

AUTHORITY TO ESTABLISH WORKWEEKS AND WORK SCHEDULES

Effective Date: 11/12/2004

1. AUTHORITY DELEGATED.

- A. To establish or change the working hours for full-time employees.
- B. To make exceptions to the basic workweek of five consecutive 8-hour days Monday through Friday for full-time employees in this agency in order to establish work schedules to begin on any day of the week or to establish the first 40 hours of duty performed within a period of not more than 6 days in the administrative workweek of Sunday through Saturday as the basic workweek.
- C. To establish work schedules for part-time employees.
- D. To make an exception, on an individual case basis, to the established work schedules for full-time employees for educational purposes or under other circumstances when such exception is considered to be warranted.
- E. To establish for pay purposes a regularly scheduled administrative workweek which is other than Sunday through Saturday.
- F. To make assignments to tours of duty when shift or rotational tours are required.

2. TO WHOM DELEGATED.

Deputy Commissioners; Associate Commissioners; Chief Counsel and Deputies; Assistant Commissioner for Regulatory Affairs; Center Directors and Deputies; Director, Office of Management, CDER; Director, Office of Management, CBER; Director, Office of Management Systems, CFSAN; Associate Director for Management and Systems, CDRH; Director, Office of Management, CVM; Deputy Center Director for Management, NCTR, and Associate Director, Office of Management Services, NCTR; Director, Office of Resource Management, ORA; Director, Office of Executive Operations, Office of Management, Office of the Commissioner.

All previous delegations of authority inconsistent with the provisions of this delegation are superseded.

3. REDELEGATION AND CERTIFICATION.

These authorities may be redelegated. Any redelegation must be in writing and specify the nature and extent of the authority redelegated. Delegates must be certified as knowledgeable about the legal, regulatory, and policy requirements regarding the subject authorities. A copy of the redelegation of this authority must be furnished to the Director, Office Management Programs (HFA-400) and to the FDA Delegations Officer (HFA-340). Delegates are subject to compliance audits.

4. EFFECTIVE DATE.

This delegation was signed by Jeffrey M. Weber, Associate Commissioner for Management, on November 12, 2004.