

FDA STAFF MANUAL GUIDES, VOLUME II - DELEGATIONS OF AUTHORITY

ADMINISTRATIVE - PERSONNEL

AUTHORITY FOR FLEXTIME AND ALTERNATIVE WORK SCHEDULES

Effective Date: 11/12/2004

1. AUTHORITY DELEGATED.

- A. To establish, approve, modify, terminate, and otherwise administer flexitime schedules authorized under 5 U.S.C. 6101, including for regional employees.
- B. To approve, modify, or terminate alternative work schedules authorized under Public Law 97-221, including for regional employees.

2. TO WHOM DELEGATED.

Deputy Commissioners; Associate Commissioners; Chief Counsel and Deputies; Center Directors and Deputies; Assistant Commissioner for Regulatory Affairs; Director, Office of Management, CDER; Director, Office of Management, CBER; Director, Office of Management Systems, CFSA; Associate Director for Management and Systems, CDRH; Director, Office of Management, CVM; Deputy Center Director for Management, NCTR, and Director, Office of Management Services, NCTR; Director, Office of Resource Management, ORA; and 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All previous delegations of authority inconsistent with the provisions of this delegation are superseded.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. LIMITATIONS:

- A. A determination to establish, modify, or terminate flexitime or alternative work schedules is subject to the collective bargaining obligations of 5 U.S. Code Chapter 71 and existing negotiated agreements.
- B. The authority delegated must be exercised in accordance with the FDA master plan for alternative work schedules (AWS) and other organization-specific guidance.

4. REDELEGATION AND CERTIFICATION.

This authority may be redelegated to a position not lower than that of first level supervisor. 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 authority. 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.

5. EFFECTIVE DATE.

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