

United States Department of Agriculture



Natural Resources Conservation Service  
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April 10, 2009

NEW MEXICO BULLETIN NO. 360-9-06

SUBJECT: PER – ESTABLISHMENT OF WORK SCHEDULES

TO: All Employees

Purpose. To inform employees of NM's policy on the establishment of work schedules.

Expiration date. September 30, 2009

Employee's work schedules are established to accomplish the mission of the NRCS and the office to which assigned. Regardless of the work schedule selected, all employees must be present during the agency core hours of 9:00 am – 3:00 pm unless on approved leave or scheduled lunch period.

There are four possible hours of duty:

- Basic 40-hour workweek (5 days a week, 8 hours per day)
- Flexitour schedule
- Compressed 5-4/9 schedule
- Four day work week (requires State Conservationist approval)

Supervisors are responsible for establishing, in writing, the appropriate schedule for employees and ensuring that offices serving the public are open and available Monday through Friday from 8:00 – 4:30 pm. Office hours must be posted at each location and appropriate notices posted for customers when all staff members are in the field.

General Manual Title 360 Part 427 contains information regarding NRCS Hours of Duty (<http://directives.sc.egov.usda.gov/>). New Mexico Amendment 51 to 360 GM 427 dated March 2005 is hereby rescinded.

A handwritten signature in cursive script, appearing to read "Dennis L. Alexander".

DENNIS L. ALEXANDER  
State Conservationist