



WORK SCHEDULE REQUEST

PURPOSE

The purpose of this procedure is to provide Quality Assessment Division (QAD) policies and procedures regarding work schedules requests.

SCOPE

The provisions of this procedure apply to all facilities utilizing QAD services. This document outlines how to apply for and obtain work schedule agreements.

REFERENCES

The following referenced documents are used for the application of this document. The latest edition of the referenced document (including any amendments) applies.

[Application for Service \(LP-109\)](#)

[Work Schedule Request \(LP-110\)](#)

[QAD 100 Procedure: QAD Application for Service](#)

[QAD 101 Appendix: How to Complete the Work Schedule Request \(LP-110\)](#)

POLICY

Livestock and Poultry (L&P) Program Mission Statement: To provide timely, high-quality, unbiased service that facilitates orderly marketing and distribution of agricultural commodities, and fosters goodwill in the global marketplace.

The QAD operates primarily on user fees in accordance the *Agricultural Marketing Act (AMA) of 1946*. As such, the QAD must collect fees and other costs of doing business which fund the program. These costs include salaries, benefits, training, travel and per diem costs, office rent, utilities, equipment, etc.

The QAD provides the option for applicants to establish a work schedule for commitment or resident agreements through the submission of the *Work Schedule Request (LP-110)*.

For livestock industry applicants, a commitment agreement guarantees 8 hours per day (excluding, not to exceed 1 hour for meal break), for each QAD employee assigned to the plant. The agreement covers work hours Monday through Friday.

For poultry and shell egg industry applicants, a resident agreement consists of a continuous 8 hour period per day (excluding, not to exceed 1 hour for meal break), 5 days per week within the period of Sunday through Saturday, or a continuous 10 hour period per day (excluding, not to exceed 1 hour for meal break), 4 days per week within the period of Sunday through Saturday. Schedules of less than 8 hours per day must be approved by the respective Regional Director prior to implementation.



RESPONSIBILITIES

Applicants are responsible for requesting starting times which provide sufficient paid time for QAD employees to prepare for the work assignment, i.e. carry official equipment to the work stations, preparing sampling plans and other official documents, etc.

Operational hours shall be reasonably uniform from day to day. The clock hours of daily operations need not be specified. QAD employees should be notified by QAD management in advance (no later than the preceding workday) of any changes to the beginning hours.

PROCEDURES

The QAD office will assure that a copy of the *Work Schedule Request* (LP-110) is provided to facilities requesting commitment or resident agreements.

Guidance for how to complete the *Work Schedule Request* (LP-110) is contained in QAD 101 Appendix: *How to Complete the Work Schedule Request (LP-110)*.

The applicant will complete, sign and submit the *Work Schedule Request* (LP-110) to the QAD Business Operations office. The *Work Schedule Request* may be submitted by mail, fax or scanned and emailed to the QAD.BusinessOps@ams.usda.gov address. Mailed or faxed *Work Schedule Requests* should be submitted to:

USDA, AMS, L&P, QAD, Business Operations Branch
10809 Executive Center Drive, Suite 318
Little Rock, AR 72211
Phone: 501-312-2962
Fax: 1-844-345-3575

Applicants may be charged for expenses incurred when providing additional services beyond the approved work schedule on a recurring basis. Decision in this regard will be made on a case by case basis.

Once the application is processed, services will be provided when employees are available. Employee transfers required to fulfill new agreements may take several months. The applicant may incur travel and per diem expenses until personnel reassignments are accomplished to provide agreement services.

Applicants must submit a new *Work Schedule Request* (LP-110) every two years or when significant changes occur such as number of commitments, name change, ownership, location change, etc.

Applicants with approved work schedules may terminate the schedule effective at close of business on any Saturday, by giving written notice to the Business Operations Branch (BOB) at least 30 days prior to such Saturday. A termination notice may be submitted by mail, fax or email to the QAD BOB, see address and information listed above.

When an applicant terminates a Work Schedule agreement and within one year is granted a new agreement, the applicant must pay for the QAD employee's relocation costs. Any relocation costs involving multiple applicants that were involved in the cancellation and reapplication will be prorated in the same proportions as the agreement hours.



For plants with resident service, there shall be a termination charge of a \$300 if the service is terminated at the request of the applicant within 12 months from the date of the inauguration of service. The \$300 termination charge remains applicable even if they convert to temporary status.

There may be circumstances when it is mutually advantageous to QAD and the applicant(s) to temporarily suspend an agreement. Examples are: Emergencies such as fire, flood, strikes, etc., which affect plant operations and the assigned QAD employee can be utilized elsewhere.

ADDITIONAL PROCEDURES

1. Livestock Industry:

Livestock industry commitment agreements may be for a single applicant or they may be shared between two or more applicants.

A single commitment agreement is where a single applicant must guarantee 8 hours per day, per QAD employee, Monday through Friday, excluding Federal legal holidays.

A shared commitment agreement is where two or more applicants request to share a commitment, collectively guaranteeing 8 hours per day, Monday through Friday, excluding Federal legal holidays. The hours of service, starting times, prorated driving time and mileage, etc., must be approved by all parties involved prior to processing the agreement.

The date of the application is the date the applicant signs the form. Commitment agreements always begin on a Sunday. The QAD BOB will determine the actual Sunday date on which the agreement becomes effective.

Commitment credits will be issued when service is not needed at the agreement facility and the assigned QAD employee can be utilized in another revenue generating assignment. The credit may be hour for hour up to 8 hours per day, Monday through Friday based on the agreement. Credits will not be issued when the QAD employee is utilized in a non-revenue capacity such as Public Law 272 reviews, training, leave, etc.

Work performed in excess of 8 hours per approved work schedule, shall be charged at the premium rate.

The non-commitment rate shall be charged when the applicant requests additional QAD employees in excess of the approved work schedule. Applicants may be charged for expenses incurred to provide additional personnel beyond the approved work schedule.

2. Poultry and Shell Egg Industry:

Poultry and shell egg industry applicants may request full time resident agreements or request agreements for less than 40 hours per week. In plants where more than one QAD employee is utilized, list the total number of scheduled hours per day. For example, two 8 hour shifts on Monday, the total hours would be listed as 16 for that day.

Resident plants that have an approved work schedule are charged at the applicable regular rate for the approved duty hours. Hours worked in excess of the approved duty hours shall be charged the applicable overtime rate.



Applicants requesting less than 40 hours per week shall identify the number of hours per day and the day(s) of the week they require service. Work performed in excess of the approved work schedule shall be charged at the applicable overtime rate.

Full time resident plants or part time resident plants may have a demand for services beyond that which can be provided by the resident QAD employee. When this occurs, plants may be charged for any expenses incurred when additional employees are assigned concurrent with the regularly assigned QAD employee, when employees are assigned to perform services beyond normally scheduled hours in excess of 20 hours per pay period, when employees are assigned to perform services on a non-scheduled workday, or when additional employees are assigned to permit another employee at least 10 hours off between shifts.

Management may share employees between plants that have a part time resident agreement. Expenses incurred under these situations will be prorated among the applicable part time agreements. The method to prorate the expenses will be determined by QAD management.

CHANGE OF RECORD

This is a new procedure for QAD; merging meat and poultry policies and procedures, updating, and relocating information contained in the Poultry General Index.

SUPERSEDES

General Index PT-1: AMS-PY Instruction 306-1, Delegation of Authority and Procedure for Establishing Tours of Duty for Resident Graders

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