



Natural Resources Conservation Service  
210 Walnut Street, Room 693  
Des Moines, IA 50309-2180

July 24, 2009

## IOWA INSTRUCTION 360-383 – MEETING ATTENDANCE BEYOND NORMAL TOUR OF DUTY

### Part 383.0 PURPOSE

This Iowa Instruction provides notification to all supervisors and managers to ensure that non-exempt employees are offered overtime pay in order to attend meetings beyond their normal tour of duty.

### Part 383.1 SCOPE

These instructions will be followed by all NRCS employees.

### Part 383.2 FILING INSTRUCTIONS

This Iowa Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed at <http://www.ia.nrcs.usda.gov/intranet/> under the Iowa NRCS eDirectives System section.

/s/ Richard Sims  
State Conservationist

Attachment

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(IA Instruction 360-383 First Edition – July 2009)

*Helping People Help the Land*

An Equal Opportunity Provider and Employer

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1. PURPOSE:

This Iowa Instruction provides notification to all supervisors and managers to ensure that non-exempt employees are offered overtime pay in order to attend meetings beyond their normal tour of duty.

2. ROLES AND RESPONSIBILITIES:

Employees who are designated as Fair Labor Standards Act (FLSA) non-exempt will not be permitted to earn credit leave to attend night meetings.

FLSA non-exempt employees should request overtime or comp-time in lieu of overtime if the supervisor has determined it is necessary for them to attend any meeting that is held outside their regularly scheduled hours of duty that day (i.e. district meeting, RC&D board meeting, etc.).

Overtime must be approved by the State Conservationist.

Approved By:

Date:

/s/ Richard Sims  
State Conservationist  
Natural Resources Conservation Service  
210 Walnut Street, Room 693  
Des Moines, IA 50309-2180

07/27/2009