**Time Keeping Guidance for 2023 Open House**

**NASA Civil Service Employee: Official Duty**

* Employees may support (to include set up, tear down, staffing for Open House events in their official capacity subject to prior supervisory approval. All participation during regular duty hours (M-F, 6:00 a.m. to 6:00 p.m.) that has been approved by the supervisor is generally considered *official duty*.
* All employees who participate in Open House Events will charge to their current WBS(s); there is not a specific WBS for Open House activities.
* Open House events may require employee support in their official capacity outside of regular duty hours. An employee may be granted official duty status at these events with supervisor approval.
* Employees’ participation is subject to whether or not it interferes with organizational priorities. Employees should keep supervisors apprised of their involvement in Open House events at all times.
* Subject to supervisor approval, employees may charge time supporting each category of event as Regular Hours, Credit Hours, Overtime (OT) or Compensatory Time (Comp Time).

**NASA Civil Service Employee: Personal Capacity**

* Employees acting in their own capacity (voluntary participation or attendance not approved as official duty by their supervisors) should take leave (as applicable) to volunteer to support events occurring during a workday.

**NASA Contract Employee**

* Contract Employees should obtain approval from their Company Management regarding their ability to participate in Open House Events. The way Contract Employees would appropriately account for their time while participating in Open house Events will depend on the contract, the company accounting and timekeeping system, and other factors.

**Additional Information:**

* The official work week is defined as Monday thru Friday, 6:00 a.m. to 6:00 p.m.
* If an employee is injured during a supervisory approved activity, the employe**e** would be considered in performance of official duties. **Note that all Workers’ Compensation Claims are subject to approval by the Department of Labor.**
* For budget control, approval of OT or Comp Time **should be coordinated** between the Open House Program Manager and an employee’s immediate Supervisor to ensure OT or Comp Time is necessary. Overtime hours are all hours in excess of 8 hours in a day or 40 hours in a week that are ***officially ordered and approved in advance by the Supervisor.***
* Due to the Maxi-flex work schedule, employees may earn Credit hours, flex their work schedule, or be approved ***in advance*** to earn Overtime or Compensatory Time.
* For safety purposes within the Maxi-flex Work Schedule, LAPD 1700.5 K-1, limits employees performing non-critical mission related work to 12 hours a day.
* All Open House questions should be directed to Lena Little, who will forward the questions (as applicable) to OCFO, OGC, or HRO.