

DRMS-D 1422.2

DRMS-OH

17 Oct 96

CIVILIAN PERSONNEL OVERTIME AND HOLIDAY PREMIUM PAY

A. REFERENCES.

1. DLAR 1422.2, Civilian Personnel Overtime and Holiday Premium Pay.
2. DRMS-R 1422.2, Civilian Personnel Overtime and Holiday Premium Pay, January 26, 1995, (hereby cancelled).

B. PURPOSE. Supersedes reference A2. This directive establishes policies and assigns responsibilities for requesting, evaluating, reviewing and approving civilian personnel overtime and holiday premium pay.

C. APPLICABILITY AND SCOPE. This directive is applicable to employees of the Defense Reutilization and Marketing Service (DRMS). If a conflict arises between this directive and any negotiated agreements or contracts, the negotiated agreement or contract shall apply.

D. DEFINITIONS (Reserved for future use.)

E. POLICY.

Usage:

- a. Overtime should be used to adjust personnel requirements to relatively short-term fluctuations in workload. Overtime may be used in the event of an emergency or abnormal situation. "Emergency" will be interpreted to mean unforeseen occurrences requiring special action to preserve health, welfare, and safety of personnel, or to protect government property. "Abnormal conditions" include such circumstances as temporary peak workloads, seasonal or otherwise, which can clearly be performed more economically through the use of overtime than through hiring additional personnel; sustained workload surges which outstrip hiring and training capabilities; unique operational tasks which can be performed economically only through use of overtime; and temporary duty which can clearly be performed more economically through the use of overtime. Overtime worked, except in emergencies, should be scheduled well in advance of the dates on which overtime is to be performed.
- b. The criteria governing the usage of overtime by individuals on temporary duty will be the same as for individuals working at their normal duty stations.
- c. Annual leave will be scheduled to preclude, to the greatest extent possible, the need for overtime.
- d. To avoid health hazards and prevent reduced efficiency, an employee should not be required to work overtime with such frequency or duration as to impair the productivity or efficiency of the employee's normal work. Such repetitive work assignments will be reviewed by management to ensure that organizational structure, operating procedures, and staffing are appropriate. Specific attention will be given to cases in which an employee has been paid overtime totaling 60 hours or more during a quarter.
- e. Sick leave usage, recent illnesses, and the employee's current physical condition, should be considered when assigning overtime. Employees who have recently used sick leave, except for prearranged absences for routine medical, optical, or dental care, should not normally be requested or required to work overtime.
- f. Student aids, summer aids, and other temporary summer employees will not be

assigned overtime work.

g. Supervisors will not direct, request, suggest, accept, permit, or take any action which implies approval for employees to perform gratuitous services. Such action is contrary to law and may lead to claims for compensation.

h. Maximum use will be made of paid overtime in lieu of compensatory time in individual cases permitted by law, regulation, or directives for all employees.

i. Employees who work approved overtime will be duly compensated in accordance with the provisions set forth in paragraphs E3 and E4 of this directive.

2. Scheduling and approving of overtime:

a. Overtime will be requested and accounted for on DLA Form 73, Request and Approval for Overtime. Requests for overtime work will be in multiples of one-quarter hour.

b. If an employee is called back to work overtime after scheduled duty hours or on non-scheduled work days, a minimum of 2 hours will be paid as overtime or granted as compensatory time. Employees who remain on duty at the end of the work day will be paid in multiples of one-quarter hour.

c. Hours worked in excess of those approved require a supplemental DLA Form 73.

d. Employees of one office or division may work overtime for another office or division, when such approval has been granted.

e. Hours worked must agree with hours reported on DLA Form 1035, Time and Attendance Report, or DRMS Form 1022 or 1022A.

f. Request for overtime will establish a work schedule for the hours of overtime to be worked, including start time, quit time, and lunch break, if more than 4 hours are to be worked.

3. Rate of Pay:

a. General Schedule Employees:

(1) No employee may receive overtime or holiday premium pay to the extent that it will cause his/her aggregate rate of pay (straight time base pay plus premium pay) for any period to exceed the amount payable at the maximum scheduled rate for GS-15 (i.e., the rate of basic pay limited to the rate payable for Level V of the Executive Schedule).

(2) An employee whose rate of basic pay is the maximum scheduled rate for GS-15 or higher, is not eligible for overtime and holiday premium pay or compensatory time.

(3) An employee who is exempt from the provisions of the Fair Labor Standards Act (FLSA) may request compensatory time in place of paid overtime. Employees will indicate their willingness to accept compensatory time by initialing the time and attendance report.

(4) Compensatory time may be used by employees who are classified as non-exempt under the FLSA when requested by the employee. Such requests must be in writing and retained by the overtime approving official.

(5) Paid overtime and holiday premium pay rates are as follows:

(a) Holiday premium must be paid for work performed on a paid holiday and will be computed at the basic hourly rate of pay regardless of grade. Pay for work performed on a holiday in excess of 8 hours is computed at the same rate as for overtime work on other days. Employees must be paid for all work performed on a holiday, not to exceed the established maximum delineated in paragraph E3a(1).

(b) Other payable overtime is computed at one and one-half times the hourly rate of basic pay, not to exceed the minimum rate for GS-10 (step 1) or the established maximum delineated in paragraph E3a(1).

(6) Wage grade employees:

(a) Premium pay for work on a paid holiday is computed at the basic hourly rate, irrespective of grade. Pay for work performed on a holiday in excess of 8 hours

is computed at the same rate as for overtime work on other days.

(b) Other payable overtime is computed at one and one-half times the hourly rate of basic pay, irrespective of grade. Wage grade employees are not eligible for compensatory time in lieu of premium pay.

4. Compensatory time earned will be taken preferably during the same period it is earned, but in no case later than the fourth pay period following that in which it was earned. Compensatory time off for FLSA non-exempt employees is restricted to the work week under which overtime is worked if the overtime is earned under the FLSA. Compensatory time worked and used will be initialed on the time and attendance card by the employee.

5. Requests for approval:

a. Paid overtime and holiday work: within HQ DRMS, the Commander/Deputy Commander, Executive Officer, and heads/deputy heads of directorates/offices will approve requests for paid overtime and holiday work within the overtime allocation of their directorate/office. In field offices, the Region Commander/deputy, or zone manager, will approve requests for paid overtime and holiday work within their overtime allocation.

b. Compensatory time: within HQ DRMS, approval authorities are the same as for paid overtime and holiday work. In field offices, DRMO chiefs may approve requests for compensatory, in addition to the approval authorities listed above.

c. Requests for conversion of compensatory time hours to paid overtime hours will be approved by those officials authorized to approve paid overtime (see paragraph E5a). Compensatory time hours converted to paid overtime hours will be considered as used within the overtime allocated to DRMS organizational elements.

d. Except in cases of advance approval for overtime while on temporary duty or due to geographic dispersion, DLA Form 73 should not be processed before every possibility of performing work during regular hours has been exhausted and it has been determined that work has such high priority that it cannot be postponed.

e. Verbal approval of overtime or holiday work request may be obtained from the authorized approving official (see paragraph E5a) in a limited amount when unusual emergencies or abnormal conditions (temporary priority peak workloads, sustained workload surges, or unique operational tasks) prevail and submission of DLA Form 73 in advance of the date on which overtime is to be performed is not possible. These approvals will be confirmed by completed DLA Form 73, to include statement that overtime was verbally approved by whom and date, on the next workday and prior to submission of the applicable time and attendance report.

F. RESPONSIBILITIES.

1. Heads of HQ DRMS directorates/offices, region Commanders, zone managers, and DRMO chiefs will:

a. Carefully review overtime requests to ensure that the requirements are necessary and consistent with the policy guidelines of this directive.

b. Ensure that individual employees do not work overtime in such frequency and duration as to impair their productivity or efficiency during the normal workday.

c. Establish controls of overtime usage to ensure that their organization's overtime allocation will not be exceeded.

d. Accomplish quarterly and as needed analyses of overtime usage.

e. Provide analysis of overtime usage to DRMS-OF in each case where an employee had been paid overtime totaling 60 hours or more during a quarter or the

overtime hours for any quarter exceed seven percent of basic pay hours in any organizational element. This analysis must be available to HQ DRMS not later than 20 working days following the end of the quarter.

2. Supervisors will:

- a. Ensure that overtime work requested is essential to the successful accomplishment of assigned mission and cannot be postponed because of its high priority, or accomplished during regular duty hours by postponement of lower priority work and/or redistribution of available manpower.
- b. When considering the use of paid overtime, other alternatives should also be examined. These alternatives include, but are not limited to, loaning and borrowing of personnel, and the use of temporary employees and alternative sources of labor.
- c. Ensure that personnel assigned for overtime work are of appropriate grade and possess the necessary qualifications.
- d. Complete DLA Form 73.
- e. Provide opportunity for employees to use accrued compensatory time.

3. The DRMS Financial Management Branch (DRMS-OF) will:

- a. Review funding levels provided for payroll costs to ascertain if the overtime workyear program of the organization can be financially supported. If it cannot be supported, advise the manpower control officer of the results of the request to higher headquarters.
- b. Maintain, or arrange for maintenance of, essential financial records of paid overtime and compensatory time.
- c. Provide, or arrange for providing, heads of DRMS organizational elements with a bi-weekly summary of employees' compensatory time to be taken or lost.
- d. Advise, or arrange for advising, the appropriate supervisor and employees, in writing, of accrued compensatory time lost.
- e. Control overtime usage through the DRMS overtime allocation process.
- f. Review quarterly overtime usage of DRMS organizational elements, in coordination with appropriate officials, to evaluate its effectiveness in light of workload and priorities. Specific attention will be given to review of each case where an employee has been paid overtime 60 hours or more during a quarter or when overtime hours for any quarter exceed seven percent of basic pay hours in any organizational element.
- e. Recommend staff augmentation or other remedial action, as indicated.
- f. Prepare quarterly summaries of reviews, findings, and resulting actions, as required.
- g. Maintain this directive in current status and review it annually.

G. EFFECTIVE DATE AND IMPLEMENTATION. (Reserved for future use.)

H. INFORMATION REQUIREMENTS. This directive prescribes the use of the following forms:

1. DLA Form 73, Request and Approval for Overtime
2. DRMS Form 1022A, Time, Attendance, and Labor Exception Reporting

BY ORDER OF THE COMMANDER:

DOUGLAS W. YOUNG
LCDR, SC, USNR
Executive Officer