DEPARTMENT OF THE ARMY
HEADQUARTERS, ARMY SUPPORT ACTIVITY
JOINT BASE McGUIRE-DIX-LAKEHURST
5417 ALABAMA AVENUE
FORT DIX, NEW JERSEY 08640-5000

REPLY TO
ATTENTION OF :

IMNE-DIX-ZA 8 March 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Support Activity - Dix Policy Memorandum #9 - Management of Overtime

1. This policy memorandum supersedes Installation Command Policy Memorandum #14 - Management of Overtime dated 22 July 2009.

2. APPLICABILITY: This policy applies to all civilian personnel assigned to and working for Army Support Activity (ASA) – Dix and Devens Reserve Forces Training Area.

3. Employees on full-time work schedules normally work 40 hours per week with a 45 minute break for lunch. However, there are some positions that because of the nature of the work require different work schedules. These alternate hours of work are established by the employee's supervisor in conjunction with employment contracts, negotiated agreements, or regulatory policies. As a general rule, each hour of work performed by an employee in excess of a 40 hour work week that is officially ordered and approved by management is considered overtime. It is work that is not part of a regular work schedule, and it is work for which the employee may be compensated by payment or compensatory time. For the purpose of this policy memorandum, overtime includes both paid overtime and compensatory time.

4. USE OF OVERTIME: The use of overtime is restricted to special jobs which must be completed within a certain time period, peak workloads requiring longer days to avoid delaying other work, or emergencies requiring immediate attention until such time the emergency is under control.

5. APPROVAL OF OVERTIME: Each employing activity is responsible for controlling overtime within established funding targets. Supervisors will provide written approval for overtime before the hours are worked or when this is not feasible, as soon as possible after the overtime is completed. Documentation will include the purpose, names, dates, times, and types of leave earned; and will be filed with payroll records for future audit.

6. COMPENSATORY TIME: Compensatory time is time off with pay in lieu of overtime pay for occasional overtime work. Compensatory time may be requested by employees covered by the Fair Labor Standards Act (FLSA), employees exempt from FLSA who earn less than the maximum pay of a GS-10, and WG employees. GS employees earning rates of basic pay greater than a GS 10/10 who are exempt from FLSA can be directed by management to take compensatory time off in lieu of overtime.

7. CONVERSION OF COMPENSATORY TIME TO OVERTIME PAY: There is no limit on the maximum number of hours of compensatory time an employee may accumulate. However, compensatory time use is used by the end of the 26th pay period after it is earned or it will be converted to paid overtime at the rate at which it was earned. The employing activity is responsible to ensure these conversion payments are within the established overtime funding target.

8. MANAGING OVERTIME: Each employing activity is responsible for establishing uniform method to manage and control employee overtime. Controls shall be in place to prevent inappropriate use of overtime to include overtime in a travel status, overtime for early arrival or late departure at employee discretion, unauthorized work performed during the lunch period or working overtime in mid-week to take time off on Friday. These practices are not appropriate use of overtime and in some instances may be in direct violation of Public Law. Approving officials must take the responsibility to be aware of the rules governing overtime work to ensure all employees are compensated fairly for all work performed.

9. Questions and concerns pertaining to overtime pay and entitlements should be addressed to the Customer Service Representative, Management and Manpower Division, Directorate of Resource Management.

PATRICK J. SLOWEY
Colonel, IN
Commanding

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