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TAB A

## POLICIES

### 1. An Area Division

a. Authorization of overtime will be based on a valid interpretation of excess workload and not on situations where backlogs have been created because of inefficiency or lack of organization in an employee's work.

#### (1) Valid conditions for paid overtime work:

(a) International situation resulting in appreciable increase in information reports and operational activities.

(b) Preparation of staff studies requested by higher authority in a minimum of time.

(c) During period when annual reports of a complex and detailed nature are being prepared in final form.

(d) Summoning of an employee to his office for operational reasons during non-duty hours, including directed duty on Saturdays.

#### (2) Conditions not considered valid for paid overtime:

(a) Increase in one segment of activity which can be met by giving a delayed priority to other activities of the unit.

(b) Accumulation of backlog due to inefficiency or lack of organization in an employee's work.

(c) Extra hours of work occasioned by the taking of annual leave.

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(d) Request by employee to work overtime on the basis of a personal financial emergency.

b. The following overtime will be paid for employees subject to limitations of Regulations:

(1) Branch Saturday duty officer and secretary in amount not to exceed four hours per person, per week, per Branch.

(2) Cable Room personnel for Saturday duty not to exceed five hours (two persons); and on regular duty days, one extra hour for one employee.

(3) Extraordinary assignments, which overtime must be specifically directed and approved in advance by the Branch or Staff Chief. It cannot be given on a continuing basis.

(4) Overtime will not be paid for:

(a) The hour immediately after the close of business unless specifically authorized in advance by the Division Chief. Authorization is hereby given for GS-7's and below.

(b) Time necessary to complete a normal work assignment.

(c) Division or Branch security duty.

## 2. An Area Division

a. The determination of the need for compensated overtime is the responsibility of the Branch and Staff Chiefs. The responsibility for monitoring the overtime policy to ensure equability between Branches is that of the Chief of Support.

b. It is the policy of the Division to have its employees work a 40 hour week, Monday through Friday, and to have a duty officer on duty from 0900 to 1300 hours on Saturday.

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c. Branch Chiefs will normally not request personnel under their supervision to work on week ends or holidays or in excess of the 40 hour week except where such overtime is necessary to accomplish unexpected work with a short-term deadline or to handle crash assignments. The exception to this is an employee's actual participation in a covert meeting which cannot be held during the normal working hours (this should be noted on the overtime record sheet).

d. Each Branch Chief has a supervisory responsibility to ensure that the workload is distributed equally within his Branch, as well as to ensure that each of his employees is fully and effectively contributing a full 40 hour week.

e. Overtime will not be compensated under the following conditions:

(1) While a person is in travel status, foreign or domestic.

(2) For work done outside the office except for employee's actual participation in a covert meeting.

(3) For training or study.

(4) For Branch security check.

(5) For official entertainment.

(6) Between 0730 and 0830 hours nor between 1700 and 1800 hours during the normal work week, except for secretarial personnel who are specifically directed by the Branch Chief to work between 1700 and 1800 hours during the normal work week.

### 3. An Area Division

a. Overtime (or compensatory time in lieu thereof) will be paid for:

(1) Branch Saturday (or holiday) duty officer, reports officer and secretary, not to exceed four hours per person, per country desk.

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(2) Cable Room personnel as directed by Division Chief.

(3) "Extraordinary" assignments. The term "extraordinary" as used in this Notice refers to work outside the normal day-to-day duties, including crash jobs, unexpected work with a short-term deadline, work for which an employee is called back to the office (cable replies, special projects, etc.). It does not include staying after working hours or coming in on Saturdays to complete a normal work assignment, official entertainment, "hand-holding", etc.

b. Overtime (or compensatory time in lieu thereof) will not be paid for:

(1) Time necessary to complete normal work assignments or duties which are considered part of the job.

(2) The hour immediately before and after the business day (0730 to 0830 hours; 1700 to 1800 hours) unless specifically approved by the Division Chief.

(3) Division or Branch security check.

c. No overtime or compensatory time will be allowed unless the employee concerned has been specifically directed to perform the work by his Branch or Staff Chiefs and the overtime has been authorized prior to its performance by the Division Chief.

d. Clerical personnel shall not be directed to perform overtime unless appropriately supervised.

4. A Senior Staff

a. Overtime is authorized by the Chief of the Senior Staff on the basis of written justification submitted by the Branch Chiefs.

b. Blanket authority is granted by the Chief of the Staff for Saturday duty secretary.

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c. Compensation of overtime is limited to secretarial personnel.

5. An Area Division

a. As a control on the amount of overtime that an individual may work in a pay period for which he can claim pay, the Division has a policy limiting such overtime to five hours, and any overtime in excess of five hours is credited as compensatory leave.

6. A Senior Staff

a. Requests for authorization for overtime must be supported by justification and must be approved by the Branch Chief.

b. No overtime is authorized except for off-hour duty officers, necessary clerical support, and on an emergency workload basis.

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