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MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Study of Agency Overtime Practices

REFERENCE : Memo fr AID/S to C/Mgt/S, dtd 6 May 55, subj: Agency Overtime Practices

1. This memorandum contains recommendations for approval of the Deputy Director (Support). Such recommendations are contained in paragraph 4.

2. There is attached (Tab A) the report of a working group appointed to study Agency overtime practices as requested in referenced memorandum. The report describes in detail a survey of practices in selected Agency offices. The conclusions of the working group may be summarized as follows:

a. The present Agency policy respecting the use of overtime is, in general, conscientiously administered. There were no significant differences between high use offices and low use offices to provide an approach to eliminating, reducing, or equalizing overtime work in the Agency. The survey did focus attention on overtime administration.

b. There are many differences in application of the present Agency policy respecting the form of compensation for overtime (pay or compensatory time off). These differences can be overcome by establishing a uniform rule governing payment which would eliminate the discretionary authority now resulting in such differences.

3. The recommendations of the working group, in which we concur, are stated below.

A. The Agency's present policy respecting the use of overtime be continued in effect.

B. The Agency's present policy respecting compensation for overtime be modified to:

1. Extend the employee's option as to form of compensation (pay or time off) through GS-12;
2. Provide only compensatory time off to employees in grades GS-13 and above;

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- 3. Discourage the use of overtime in the hour immediately preceding the regular workday;
 - 4. Discourage overtime work by employees who have been absent on sick leave or are going on annual leave; and
 - 5. Authorize Operating Officials to delegate approval authority to a single senior subordinate with an alternate.
- C. Administration of overtime be periodically reviewed and evaluated through analysis of statistical data by the Comptroller who will refer apparent excessive use of overtime to the Management Staff for study and appropriate action.

[Changes in the proposed revision of [redacted] Hours of Work, to implement recommendation B, above, have been interlined on the attached copy (Tab B) of the regulation.]

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4. It is recommended that you approve the policy changes noted in paragraph 3.B. above for inclusion in the revision of [redacted], and that the Comptroller and the Chief, Management Staff, be assigned responsibility for implementing the recommendation in paragraph 3.C. above.

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LS/ 17 Dec.

[redacted]
Chief, Management Staff

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Enclosures:
Tabs A & B

CONCUR: 25X1A9a

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LS/
[redacted] *4 Jan 57*
Comptroller

LS/ 10 Dec. 56
Harrison G. Reynolds
Director of Personnel

The recommendations in paragraph 4 are approved, except the provision of paragraph 3B2.

Date:

LS/ L. L. White
Deputy Director (Support)

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Distribution: D/Pers
O&I - Addressee
1 - Comptroller

1 - C/Mgt/S
[redacted]

* Concur in approval of recommendation B. 2. part 3. question legality and practicability of recommendation B. 2. part 3.

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