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MEMORANDUM FOR: Deputy Director of Personnel

SUBJECT : Proposed Overtime Policies

REFERENCE : Your memorandum dated 19 January 1959 - same subject.

1. We have reviewed the draft paper which you enclosed with your memorandum dated 19 January 1959 and thought you would appreciate receiving our comments concerning the proposed overtime policies.

2. This Office has always been sympathetic to a reduction of overtime costs in the Agency and has on numerous occasions stressed the fact that every effort should be made by supervisors to accomplish work assignments within regular workhours. We realize there are circumstances and certain work activities wherein this is not always possible, but in this connection, as it applies to employees in professional or executive positions, we subscribe that such employees should be expected to make some contribution of extra hours of work.

3. From a legal standpoint it would seem that the proposed policy might be in conflict with overtime legislation and we will be very interested in the opinion of General Counsel, which you indicate is currently being determined. While this Agency follows the General Schedule pay schedules and policies by adoption, it is not clear to us whether the overtime legislation which is a part of the Classification Act of 1949, as amended, is binding upon it.

4. The proposed overtime compensation policies would be workable from the standpoint of the responsibilities of this Office; however, some changes in the procedure outlined in paragraph 3 relating to implementation of the proposed policies are considered necessary, such as with

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regard to the documentation for payment of approved overtime since somewhat different detailed procedures may be required for headquarters and field overtime payments. We shall be glad to collaborate with your Office in developing the detailed requirements for implementation of this proposed policy.

5. The information to be contained in the quarterly reports as stated in paragraph 3d would be helpful to provide data for appraisal of the application of the overtime policy.


E. R. SAUNDERS
Comptroller

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TAS: CGJ/nlr (27 Jan. 1959)