

18 SEP 1981

ADPP 168-81

16

DD/A Registry

81-1951

MEMORANDUM FOR: Deputy Director for Administration

FROM: Edward L. Sherman
Director of Finance

DD/A REGISTRY

FILE: OVM-8

SUBJECT: Delegation of Authority for Authorization of Overtime

REFERENCE: (a) [Redacted]
(b) [Redacted]
(c) Memorandum for DDS, same subject, dated 16 January 1973 (copy attached)

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1. This memorandum requests your approval for the delegation of authority indicated in paragraph 4 for the authorization of irregular or occasional overtime.

2. Under the provisions of references (a) and (b), absent further delegations of authority by you, I personally must both authorize and approve (by signature on Time and Attendance Reports) all irregular and occasional overtime for personnel of this office. Reference (c) provided a delegation of authority to the Chief, Compensation and Tax Division (now Compensation Division) for specific determination of overtime to be worked by personnel of that Division subject to my prior approval of the circumstances warranting overtime and the aggregate hours authorized. The effect of that delegation was to allow the Chief, Compensation Division the flexibility of identifying the particular employees to be authorized to work overtime and also to allow him/her to approve overtime worked for payment as reported on the Time and Attendance Reports.

3. That practice has worked effectively for the Compensation Division and I would like to extend the practice to the other divisions and staffs of this office.

4. It is recommended that in accordance with the provisions of reference (a) you delegate authorities as follows:

a. To the Deputy Director of Finance to authorize irregular or occasional overtime and

b. To the incumbents of the positions listed below to authorize irregular or occasional overtime subject to the prior approval of my Deputy or myself in terms of the circumstances warranting overtime and the aggregate hours.

81-1951

SUBJECT: ~~Approved For Release 2003/06/20 : CIA-RDP84B00890R000500080010-6~~

~~ADMINISTRATIVE INTERNAL USE ONLY~~

- Assistant Director for Career Management
- Assistant Director for Liaison
- Assistant Director for Policy and Planning
- Chief, Registry
- Chief, Accounts Division
- Chief, Audit and Certification Division
- Chief, Commercial System and Audit Division
- Chief, Compensation Division
- Chief, Monetary Division

STAT

[Redacted Signature Box]

Edward L. Sherman

The recommendation in paragraph 4 is approved:

[Redacted Signature]

Deputy Director for Administration

122 SEP 1951

Date

Disapproved:

Deputy Director for Administration

Date

Distribution:

- Original - Addressee (Return to D/OF)
- 1 - DDA Subj

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- (2) Regular overtime is overtime work which is scheduled on a regular basis.
- (3) Irregular or occasional overtime is overtime work which is not regularly scheduled.
- (4) Directed overtime is that overtime work which has been officially ordered by Operating Officials, Heads of Independent Offices, or other senior officials to whom such authority has been delegated by Deputy Directors.
- (5) Overtime work performed in a standard basic workweek means each hour of work in excess of 40 hours in a week.
- (6) Overtime work performed in a nonstandard workweek means each hour of work in excess of the basic 80-hour work requirement in a biweekly pay period.

(b) Policy

- (1) All levels of management are expected to exercise sound judgment in planning work requirements and schedules so that overtime work is not normally required.
- (2) Overtime work generally will be authorized only to meet unforeseen developments or circumstances. Funds must be available for all overtime work.
- (3) Overtime work scheduled on a regular basis must have the prior approval of the appropriate Deputy Director or Head of Independent Office.
- (4) Irregular or occasional overtime work may be authorized by Operating Officials, Heads of Independent Offices, or other senior officials to whom such authority has been delegated by Deputy Directors.
- (5) Whenever feasible, overtime work will be approved prior to its performance. Hours of overtime that are not specifically directed or approved will not be processed for overtime payments nor for compensatory time in lieu thereof.
- (6) Based on the needs of the Agency, employees may be required to perform overtime work unless excused because of unusual personal circumstances.
- (7) Each period of directed overtime work performed by employees on a day when no work was scheduled for them or for which they are called back to their place of employment will be considered to be at least two hours in duration.
- (8) Leave with pay will not affect an individual's eligibility for overtime compensation.

(c) Compensation for Overtime

(1) Policy

- (a) Employees GS-11 and below will receive overtime payments or, if they request it and are exempt from the overtime provisions of the Fair Labor Standards Act, compensatory time in lieu thereof for all hours of authorized overtime worked.
- (b) Employees in grade GS-12 through GS-15 who are exempt from the overtime provisions of FLSA will not receive payment for overtime, or granted compensatory time in lieu of payment, for hours worked between 40 and 45 in a given workweek unless such hours represent directed work:
 - (i) On a position which requires substantial amounts of overtime work on a continuing basis, and the productivity is predominately measurable in units of production or hours of duty performed. Such positions will be identified by the Operating Official or Head of Independent Office, concurred in by the appropriate Deputy Director, and approved by the Director of Personnel, or

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--Revised: 9 April 1979

ADMINISTRATIVE—INTERNAL USE ONLY

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Approved For Release 2003/06/20 : CIA-RDP84B00890R000500080010-6

second must be reported in the Remarks section on the reverse side of the report with the appropriate reference ("X") marked in the space provided just below the employee's name on the face of the report. If the latter situation occurs with respect to an eligible FLSA (nonexempt) employee, the leave reported in the Remarks section must also be entered in the HOLID column of the FLSA area on the face of the Time and Attendance Report.

(5) Restored Annual Leave

In reporting the use of restored leave, the Time and Attendance Clerk will enter in the Remarks section on the reverse side of the Time and Attendance Report the total number of hours of restored leave used and will reference these remarks by marking an "X" in the space provided just below the employee's name on the face of the form. The control list will also be annotated with "Restored Leave Used" opposite the employee's name. In addition, the use of restored leave will be reported separately (see sample format, Figure 1) and submitted with the regular Time and Attendance Reports at the end of each pay period in which restored leave is used.

(6) Initials

Whenever possible, the Time and Attendance Clerk should obtain the employee's initials on the Time and Attendance Report for absences. Leave reported but not initialed must be acknowledged on the first Time and Attendance Report submitted after the employee's return to duty. The acknowledgment will be made by the following statement in the Remarks section of Form 20 or 20D:

I hereby acknowledge _____ hours of _____ leave taken during the period _____ to _____ as previously reported.

Signature of Employee

Copies of Standard Form 71, Application for Leave, or other leave request should not be attached to the Time and Attendance Report or forwarded to the Office of Finance.

(7) Weekly Totals

Following the close of each week in the biweekly pay period, enter the weekly total for each applicable column (including the Leave Code number when the CD column is used) and record the sum of the totals in Box D at the extreme right of the report. For intermittent employees, add to the sum of the totals for the second week of the pay period the number of days worked during both weeks of the pay period and enter this total in Box D, extreme right end of Week 2 Totals line.

(8) Certification

(a) Time and Attendance Clerks will certify all reports in Box A, except that their own reports will be certified by their immediate supervisors. Reports for consultants will be certified as indicated in paragraph 3d(3) of this handbook. In addition, when holiday work or overtime is reported for payment or compensatory time credit, the Time and Attendance Clerk will obtain certification as provided in paragraph (b) below. All reports will show in Box A the telephone extension of the certifying Time and Attendance Clerk.

(b) If an employee is eligible for overtime compensation (payment or credit of compensatory time) or holiday pay, the Operating Official or Head of Independent Office, or other official to whom authority to authorize overtime under the provisions of _____ has been delegated, will certify the report in Box B.

(9) Box C—Days Worked by Intermittent Basis Employees

The Time and Attendance Clerk must record in Box C the number of days for which work is reported for each intermittent basis employee. This information is used in the computation of eligibility date for within-grade increases and possible creditable service time for retirement purposes.

Revalidated: 9 April 1981

CONFIDENTIAL



16 JAN 1973

518

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Delegation of Authority for Authorization of Overtime

REFERENCES : (a) [Redacted]
(b) DD/S Administrative Instruction No. 70-4

STAT

1. This memorandum is to recommend that you delegate authority to Chief, Compensation and Tax Division to authorize irregular and occasional overtime for personnel under his supervision. In practice any overtime to be worked will continue to be subject to my prior approval in terms of the circumstances warranting overtime and the aggregate hours.

2. The granting of this request will allow the Chief, Compensation and Tax Division on-the-scene flexibility in identifying the employees who will be requested to work overtime. It will also allow him to certify the overtime for payment on the time and attendance reports. The latter point is an important consideration as I believe that the certification concerning overtime actually worked by individual employees can be more appropriately executed by the supervisor than by myself or my general deputy.

3. I have limited this request for delegation of authority to the Chief, Compensation and Tax Division because most of our requirements which must be met through overtime work arise in that Division. Overtime in other areas of activity is so infrequent there is no problem with the concept of requiring the time and attendance reports to come to me for certification of overtime worked based on the supervisor's affirmation.

[Redacted Signature]

Thomas B. Gale
Director of Finance

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The recommendation in paragraph 1 is approved.

[Redacted Signature]

Deputy Director for Support

17 Jan 73

Date

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Distribution:

- Orig. & 2 - Adse (Orig. to be ret'd to O/Fin)
- 2 - D/Fin

ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. MS	<i>mk</i>	9/21
2. Eo/DOA	<i>AW</i>	21 SEP 1981
3. ADDA	<i>H</i>	9-22
4. DOA	<i>J</i>	SEP 21 1981
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

2-3/4:
 According to this, D/F will still approve the O/T requirement for O/F activities while his line managers will determine who gets the O/T within the requirements.

John

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post) _____ Room No.—Bldg. _____
 _____ Phone No. _____