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**Functional Series [400](#)
Personnel**

INTERIM UPDATE 06-01

SUBJECT: Overtime Procedures

NEW MATERIAL: The Agency is facing a significant reduction in operating expense (OE) funding for the fiscal year. An Executive Notice dated 10/31/2005 advised that a task force was established to determine measures for immediate and long-term OE savings. The task force identified overtime pay as one area for potential cost savings. While overtime work may be required under certain circumstances, the need for most after-hours work can be eliminated through careful scheduling of work requirements.

EFFECTIVE DATE: 01/04/2006

ADMINISTRATOR

USAID/General Notice
A/AID
01/04/2006

SUBJECT: Overtime Procedures

As you are aware, the Agency is facing a significant reduction in operating expense (OE) funding for the fiscal year. An Executive Notice dated 10/31/2005 advised that a task force was established to determine measures for immediate and long-term OE savings. The task force identified overtime pay as one area for potential cost savings.

While overtime work may be required under certain circumstances, the need for most after-hours work can be eliminated through careful scheduling of work requirements. Therefore, effective immediately, the following procedures are in effect:

1. Managers must ensure that overtime is only authorized as an emergency measure or to meet urgent and unforeseen operational demands.
2. All overtime work must be ordered and approved in writing by the authorizing official before it is performed. Any voluntary overtime is not considered to be compensable.
3. All overtime requests must be fully justified with a specific reason and nature of the work to be performed. Form AID 430-3, Overtime Authorization and Report, is used for requesting and authorizing overtime work. Requests should be cleared first by the

responsible Bureau/Independent Office management staff or Executive Officer. For overtime requests for USAID/W employees, the Office Director will be responsible for authorizing all overtime requests and ensure they are warranted. For overseas employees, the Mission Director will authorize all overtime requests.

4. Employees are encouraged to accept compensatory time off in lieu of overtime pay to the maximum extent possible, in accordance with existing law and regulation. Agency policy requires that eligible General Schedule and non-commissioned Foreign Service employees who are paid above the rate for GS-10/Step 10 must receive compensatory time off instead of overtime pay for irregular overtime work authorized and performed in the same administrative workweek (e.g., overtime is authorized on Wednesday and performed on Friday of the same administrative workweek).

5. Timekeepers are responsible for recording all officially worked overtime on an employee's time and attendance. Timekeepers are also instructed to retain the overtime authorization form with the employee's other time and attendance documents for audit purposes.

For additional information on the Agency's policies and procedures regarding overtime compensation, see ADS Chapter 472, Premium Compensation, and 3 FAM 3130, Premium Compensation.

POINT OF CONTACT: Any questions concerning this Notice may be directed to Joann Jones, M/HR/PPIM, (202) 712-5048.

Notice 0107

File Name	Notice Date	Effective Date	Editorial Revision Date	ADS CD No.	Remarks
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