



# United States Department of the Interior

OFFICE OF THE SECRETARY  
WASHINGTON, D.C. 20240

May 16, 1988

PERSONNEL MANAGEMENT LETTER NO. 88-5 (550)

SUBJECT: Approval of Overtime

The purpose of this Letter is to continue the Department's policy on approval of overtime which was originally stated in PMB 87-12, dated January 15, 1987. That Bulletin is now out-of-date. The policy is as follows:

Bureau heads must approve overtime pay for non-emergency situations involving:

1. Overtime pay for employees at the grades GS or GM-14 and 15 levels; and
2. Overtime pay in excess of 600 hours in a fiscal year for an employee at any grade level.

The above policy will be included in 370 DM 550,1 when revision of that subchapter is made.

Director of Personnel

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