



HUMAN RESOURCES DEPLOYMENT INFORMATION –

PREMIUM PAY

Premium pay refers to additional pay for overtime, night, holiday, Sunday and other types of work. Department of Army is authorized to determine an employee's entitlement to premium pay. Employees may be paid premium pay only to the extent that the payment does not cause the employees' aggregate of pay for any pay period to exceed the salary of GS-15 step 10 (this bi-weekly limit has been waived for deployed members). The authority to order or approve overtime is delegated to the commander of any activity that employs civilians. Commanders may designate other officials to act for them in ordering and approving overtime. [1] Salaries are not tax free while on deployment [2] salary deductions do not change while on deployment; and [3] if civilian employees are declared missing during deployment, their pay entitlement is the same pay and allowances they were entitled to at the time they were declared missing.

During a deployment situation, employees may be required to perform work in excess of their normal 8-hour day/40-hour work week schedule. The USACE forward deployed commander or designee will establish the official work week and determine any overtime requirements. The servicing Civilian Personnel Advisory Center (CPAC) will research entitlements for the "area of operations." The servicing CPAC in conjunction with the local resource management office will further be responsible for forwarding appropriate documentation to the proper offices on behalf of the individual(s) being deployed.

General Schedule (GS) employees whose basic rate of pay does not exceed that of a GS-10, Step 1, will be limited to 150% of their hourly salary for each hour of work authorized and approved over the normal 8-hour day or 40-hour week.

Employees whose hourly rate exceeds that of a GS-10, Step 1, will be paid an overtime rate equal to the basic overtime rate of a GS-10, Step 1. Since it may not be possible to approve exact overtime hours in advance, the employee's travel orders should have this statement in the remarks column: "Overtime authorized at TDY site as required by the USACE forward deployed commander or designee." The project engineer or deputy will submit a DA Form 5172-R (Request, Authorization, and Report of Overtime), or local authorization form, (with a copy of the travel orders) documenting the actual premium hours worked for each employee and each day of the pay period as soon as possible after the premium hours are worked.

When circumstances prohibit the timely reporting of premium hours worked, the USACE forward deployed commander or designee may establish a set work schedule (i.e., 12-hour/7-day work week). The work schedule must be reported to the employees' home

district. Employees will be compensated based on this schedule. Any variations from the schedule due to leave, holidays, etc., will be reported to the employees' home districts as soon as possible. Time cards will be forwarded to the Emergency Operations Cell (EOC) for distribution if practical. When the mission or lack of administrative services is non-practical, time cards can be forwarded via email to the EOC. However, all supporting documentation will be maintained and delivered to the appropriate personnel upon return from deployment.