
REVIEW MANAGEMENT

Overtime Policy for the Office of Drug Evaluation III (ODE III)

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PURPOSE This MAPP describes ODE III policies and procedures governing Overtime.

BACKGROUND

- There has been a change in both the amount of money available for overtime and in the allocation of such funds in CDER. Overtime money will come out of the office budget beginning with the 1995-96 fiscal year. The ODE III policy maintains the availability of funds for infrequent, emergency use of overtime in situations where there is a need caused by inability to fully staff in the division or an inordinately large amount of work which could not be anticipated and planned for.
 - ODE III must gain control of overtime utilization. This plan is designed to enable ODE III to predict and control overtime usage, while retaining the benefits of maxiflex. Thus we can meet both the personal needs of our staff and the organizational needs of ORM and CDER.
 - There is a need to allow our staff to accrue credit for times when they are required to work beyond the normal tour to get a project completed. This behavior is in the very best interest of the Center, and if we cannot allow it, we will miss deadlines that could be met and have great difficulty scheduling meetings outside of normal core hours in emergencies.
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REFERENCES

- MAPP 4657.3, "Overtime Policy" [CDER]
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POLICY ODE III will follow the ORM policy with the following additional elements:

- Compensatory time will be granted under the same constraints as overtime and when it can be reasonably expected that the individual will be able to avail himself or herself of the time off within the required 8 pay periods.
 - Provision for direct clearance of overtime and compensatory time requests from team leaders by the office.
 - Overtime or compensatory time are offered by management to provide a fair way for workers to be compensated when they have to work longer hours to get the job done. It is certain that there will be times when personnel actions, details to other divisions, the needs of the agency, sickness, or other unforeseen events will create an imbalance in the workload. Under such special circumstances, on a pay period by pay period basis, a team leader may recognize the need for overtime and request it.
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PROCEDURES

1. The team leader will discuss the need for overtime/comp time with the Division Director.
2. With approval from the Division Director, the team leader will notify the ODE III Management Officer (cc to Office Director and Division Director) by E-mail of the need for overtime/comp time. The E-mail should include the following:
 - a. That overtime or comp time is requested.
 - b. Description of the specific project requiring the overtime or comp time.
 - c. The amount necessary to complete the project.
 - d. Identification of the recipient.

3. The Management Officer will reply by E-mail conveying the Office Director's approval or disapproval of the overtime or comp time.
 4. The team leader will prepare the "Overtime Request and Authorization" (FDA form 211), attaching the office approval (E-mail).
 5. The usual request will be countersigned by the Division Director or Deputy Division Director.
 6. The request will be forwarded to the Management Officer.
 7. Copies of the completed paperwork will be forwarded to the Team Leader and Program Specialist. The Program Specialist will forward a copy to the Time Keeper. The Team Leader will notify the individual of the amount of overtime or comp time approved.
 8. In the case of approved comp time, the Time Keeper will alert the individual and the Team Leader when 4 weeks have elapsed without scheduling of time off (comp time). Every effort should be made to assist the individual in scheduling the allotted time off within the 8 week period to avoid conversion of the comp time to overtime.
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EFFECTIVE DATE

This MAPP is effective upon date of publication.