



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON-YONGSAN
UNIT #15333
APO AP 96205-5333

REPLY TO
ATTENTION OF:

IMYN-RM

2 August 2012

US ARMY GARRISON YONGSAN COMMAND POLICY #9-1

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Premium Pay and Compensatory Time Policy for Direct Hire DAC/KN Employees

1. **REFERENCES:**

a. DODFMR 7000.14-R, Civilian Pay Policies and Procedures, Vol 8, June 2009.

b. USFK Regulation 690-1 Civilian Personnel, Regulations and Procedures – Korean Nationals, 6 January 2009.

2. **PURPOSE:** To prescribe policy and procedures for the financial management of Premium Pay; i.e., Overtime (OT), Holiday Work (HW), Night Differential (ND); Compensatory Time (CT); Compensatory Time Off for Travel (TCT); and Extended Workweek (EWW) within US Army Garrison-Yongsan.

3. **APPLICABILITY:** This policy applies to all appropriated fund direct hire, Department of the Army Civilians (DAC), Korean National (KN), and Korean Service Corps (KSC) employees assigned or attached to US Army Garrison – Yongsan (USAG-Y).

4. **DISCUSSION:** The Resource Management Office (RMO) is the staff proponent for this policy and will, therefore, ensure compliance. All requests for premium pay, CT and TCT will be processed and reported in accordance with the following policy.

5. **POLICY:**

a. General

(1) The normal tour of duty will consist of 8 hours per day, 40 hours per week. Premium Pay is work in excess of eight hours in a day or in excess of 40 hours (44 hours for KNs) in a workweek. Regularly scheduled tour of duty in excess of 40 hours for all categories will be strictly controlled.

(2) Supervisors at all levels will plan their activity work schedule well in advance in order to minimize deferrable premium pay, compensatory time, and compensatory travel time requirements. All requests for Premium Pay, CT, TCT, or EWW will be submitted to the

IMYN-RM

SUBJECT: Premium Pay and Compensatory Time Policy for Direct Hire DAC/KN Employees

respective approving official at least 7 work days in advance of scheduled overtime or compensatory time.

(3) In emergency situations, supervisors should obtain telephonic approval from their respective approving official prior to performing or having an employee perform any overtime. The next duty day, supervisors will submit the DA Form 5172-R, "Request, Authorization, and Report of Overtime," annotated to reflect that verbal approval was obtained.

(4) Employees in the GS equivalent grade of 10 or below will be requested to take CT in lieu of Premium Pay. Employees in the GS Equivalent grade of 11 or above will take CT unless the supervisor provides adequate justification why CT is not a viable option.

(5) The use of Premium Pay, CT, TCT, or EWW by employees will be limited to absolute mission essential needs. The DA Form 5172-R must cite at least one of the following criteria as justification:

- (a) Workload is directly related to support of base operations.
 - (b) Workload is directly associated with emergencies, such as natural disasters, civil disturbances, or contractor labor disputes affecting military operations.
 - (c) Workload consists of correcting or preventing imminent safety or health hazards or preserving human life.
 - (d) Completion of a task by a specific date is directed by a higher headquarters and the suspense date cannot be extended.
 - (e) Workload is directly associated with significant disruptions of critical automated data processing and management information systems, utilities, or critical command and control communications.
 - (f) Eligible employees are in a travel status when such time is not otherwise compensable. Prior approval is required as indicated in paragraph 5b.
 - (g) Overtime is in direct support of a non-deferrable workload which is beyond the control of the commander.
 - (h) Cost advantage to the government that has the net effect of decreasing federal expenditures. Cost advantage is a saving that will accrue to the government through the use of overtime to accomplish workloads, as opposed to other methods.
- (6) Overtime work means each hour of officially ordered and approved work performed

IMYN-RM

SUBJECT: Premium Pay and Compensatory Time Policy for Direct Hire DAC/KN Employees

in excess of 8 hours in a day or in excess of 40 hours (44 hours for KNs) that is not part of an employee's regularly scheduled administrative workweek. Employees who are non-exempt under the Fair Labor Standards Act (FLSA) must receive overtime pay unless they request compensatory time off in lieu of payment. Employees under the Federal Wage System; e.g., WS, WL and WG, became eligible for compensatory time with an amendment to Title 5 USC 5543 in the National Defense Act for Fiscal Year 1997. In calculating overtime work, for unscheduled non-weekend periods exceeding 8 hours, 1 hour will be deducted for meals. For unscheduled weekend periods exceeding 8 hours, 1 hour will be deducted for meals. For unscheduled weekend periods less than 8 hours, NO time will be deducted for meals. Use the following examples to assist in determining the proper amounts:

(a) Individual works 12 hours during the week. 12 hours worked – 8 hours regular – 1 hour meal = 3 hours overtime work.

(b) Individual's normal duty is Tuesday through Saturday and works 12 hours on Saturday. 12 hours worked – 8 hours regular – 1 hour meal = 3 hours overtime work.

(c) Individual's normal duty schedule is Monday through Friday and works 7 hours on Saturday. 7 hours worked – 0 hours meal = 7 hours overtime work.

(7) KN employees on regular tours of duty (40 hours per week) will receive OT pay only for work in excess of 8 hours per day, or 44 hours per week. OT hours are paid at 150 percent of the scheduled base hourly rate and Consolidated Allowance Payment (CAP). KN employees must be paid for all overtime worked. However, KN employees may request compensatory time in lieu of payment for overtime worked. CT will normally be taken in the same pay period as accrued. However, the time period for use may be extended up to 3 additional pay periods. KN CT is forfeited if not used within these 3 pay periods or if the employee transfers or is reassigned to another organization.

(8) Extended Workweek (EWW) is performed by KN employees on a nonscheduled or irregular basis to meet those situations outlined in paragraph 5. a. (5) (a-h), and may be in excess of 40 hours, but not exceeding 44 hours per week. EWW is paid at the employee's regular hourly rate plus bonuses and benefit allowance making it more expensive than straight overtime.

(9) Holiday Work (HW) is work performed by KN employees on Republic of Korea legal holidays defined in USFK Regulation 690-1. An employee who performs work on officially designated Korean holidays is entitled to holiday premium pay. The premium pay is 200 percent of the scheduled base hourly rate and CAP. KN employees working on US legal holidays are paid at their regular hourly rate.

IMYN-RM

SUBJECT: Premium Pay and Compensatory Time Policy for Direct Hire DAC/KN Employees

(10) Night Differential (ND) will be kept to a minimum consistent with mission essential requirements. Night differential (work performed between 2200 and 0600), when properly authorized, will be at the rate of 50 percent of base pay and CAP.

b. Approval Authority: The commander has delegated approval authority for premium pay/compensatory time to the incumbent in the positions identified below for all subordinate activities within their Directorate. No further delegation authorized.

(1) The Director of Public Works (DPW).

(2) The Director of Family Morale, Welfare and Recreation (DFMWR).

(3) The Director of Logistics (DOL).

(4) The Director of Plans, Training, Mobilization, and Security (DPTMS).

(5) The Director of Emergency Services (DES).

(6) The Deputy Garrison Commander (DGC) for RMO, Chaplain, Safety, PAO, PAIO, IMO, DHR, RRC and the Command Group.

c. Definitions:

(1) Non-Deferrable Premium Pay: Non-Deferrable Premium Pay is earned by those appropriated fund employees, as documented in their SF 50s, who work in excess of a normal 40 hour work week. Examples are mess personnel, fire fighters, and boiler plant, water plant, and sewage plant operators. These employees work between 44 hours and 60 hours per week.

(2) Deferrable Premium Pay/Compensatory Time: Deferrable Premium Pay/Compensatory Time is earned by those appropriated fund employees who work a normal 40 hour work week. Only bona-fide need deferrable premium pay and compensatory time will be authorized. All premium pay and compensatory time for these employees must be approved as prescribed in paragraph 5b.

(3) Emergency Premium Pay/Compensatory Time: Emergency non-deferrable Premium Pay/Compensatory Time is worked in order to preserve life, safety, and facilities. Approval of premium pay and compensatory time for a normal 40 hour work week employee meeting these criteria must be approved as prescribed in paragraph 5b.


(4) Compensatory Time (CT): CT is time off granted in lieu of paid overtime. CT earned by DAC employees not used after 26 pay periods is converted and paid at the employee's overtime rate of pay.

IMYN-RM

SUBJECT: Premium Pay and Compensatory Time Policy for Direct Hire DAC/KN Employees

(5) Compensatory Time Off for Travel (TCT): TCT is earned for time spent in official travel away from the official duty station if the travel time is not otherwise compensable as defined in 5 CFR 550.1403. TCT must be used within 26 pay periods or it will be forfeited.

6. Questions concerning this policy can be addressed to, Director, Resource Management, at DSN: 738-7447.


MICHAEL E. MASELY
COL, AG
Commanding

DISTRIBUTION:

A