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Personnel

OVERTIME WORK

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-8, *Employee Benefits and Entitlement*. It establishes the responsibility and procedures for overtime work of civilian employees within the 926th Fighter Wing (FW).

1. Office of Primary Responsibility (OPR): 926 MSG/DPC is the OPR for policy guidance regarding determination of overtime work. 926 FW/FM is the OPR for timecard and timekeeping guidance and training as well as audit of timecards, timekeepers, and the timekeeping processes.

2. Responsibilities:

2.1. Commanders:

- 2.1.1. Holds overtime work by civilian employees to a minimum consistent with essential operations and emergency peak workloads of a temporary nature.
- 2.1.2. Reviews and concurs with or approves all compensatory or overtime requests in accordance with **3.1.3**.

2.2. Civilian Personnel:

- 2.2.1. Provides policy guidance to managers, supervisors, and employees.
- 2.2.2. Establishes procedures to ensure effective and efficient use of overtime and premium pay.
- 2.2.3. Provides training to managers and supervisors on guidance and laws to verify premium-time worked.

2.3. Comptroller:

- 2.3.1. Establishes specific audit procedures of premium-time usage and request, justification, approval documentation, and timecards.
- 2.3.2. Develops and implements self-inspection checklist to audit premium pay and overtime.

2.3.3. Performs annual reconciliation on premium-time approved on overtime requests, time-cards, and data in the Defense Civilian Pay System (DCPS).

2.3.4. Provides training to managers, supervisors and timekeepers to ensure that overtime requests and timecards were requested, approved, justified, and coded correctly.

2.3.5. Performs an annual audit of each timekeeper.

2.4. Managers and Supervisors:

2.4.1. Determine the need for overtime work and whether or not an emergency workload exists.

2.4.2. Reconciles the AF Form 428, **Request for Overtime, Holiday Premium Pay, and Compensatory Time**, with the bi-weekly DCPS print out to ensure that overtime was recorded in the time and attendance system.

2.4.3. Implements the self-inspection checklist.

3. Overtime Requests: Request and justify overtime work in writing. Approval must be in advance unless an emergency prevents such action. Approval is then obtained by the end of the 1st workday following the performance of overtime work, or as soon as possible thereafter.

3.1. Management of officials or supervisors who consider overtime work essential:

3.1.1. Consolidate request for their activity on AF Form 428.

3.1.2. Prepare an AF Form 428.

3.1.2.1. Unscheduled overtime must be requested on a separate AF Form 428 for each pay period involved and include a separate reason for each period of overtime in each applicable function and approved on a case-by-case basis.

3.1.2.2. Regularly scheduled overtime may be initially requested on an AF Form 428 and then recertified on an annual basis.

3.1.3. Sign the completed AF Form 428, obtain funds certification and forward through the appropriate supervisory chain to the approving official for signature.

3.1.3.1. The Wing Commander is the approving official for all paid overtime.

3.1.3.2. The appropriate Group Commander is the approving official for compensatory time.

3.2. The approving official will:

3.2.1. Send the request, if approved, through the requester to the appropriate timekeeper.

3.2.2. Returns the request to requester if disapproved.

3.3. Timekeepers verify the approval of all paid overtime before entering hours on the timekeeping form. Maintains the approved AF Form 428 in the timekeeping folder for a period of six years IAW AFMAN 37-139, *Records Disposition Schedule*, for audit purposes after recording the overtime.

4. Compensatory Time. Subject to the provision of the **Fair Labor Standards Act (FLSA)** and 5 CFR, Part 551, **Pay Administration Under the Fair Labor Standards Act**, supervisors may grant compensatory time to compensate employees for overtime work performed. Compensatory time off cannot be mandated for Federal Wage System (FWS) or General Schedule (GS) employees who are non-exempt from

the FLSA. Non-exempt FWS and GS employees must be paid overtime unless the employee requests compensatory time.

5. Paid Overtime.

5.1. Subject to provisions of the FLSA, and 5 CFR, Part 551, employees are paid for overtime work when it is not practical or possible to authorize compensatory time off for overtime work.

5.2. If employees are unable to use accrued authorized compensatory time by the close of the 26th pay period following the period in which overtime work was performed the compensatory time will be paid to the employee as overtime.

6. Recording Overtime. Overtime work is recorded on the timekeeping form in quarter-hour increments.

7. Adopted Forms: AF Form 428

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Commander