



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
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IMME-RM

NOV 10 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort George G. Meade Policy Memorandum #78, Use of Overtime and Compensatory Time

1. References.

a. Army Regulation 690-990-2, Hours of Duty, Pay and Leave, Annotated, 20 May 1989.

b. DoD Financial Management Regulation (DoDFMR) 7000.14R, Volume 8, Civilian Pay Policy and Procedures, May 2013.

c. Memorandum, HQ, U.S. Army Garrison Fort Meade, IMNE-MEA-ZA, subject: USAG Fort Meade Policy Memorandum #19, Policy for Use of Premium Pay, 1 May 2007.

2. Reference paragraph 1c above is rescinded.

3. Purpose. The purpose of this memorandum is to establish Fort George G. Meade policy for the approval and use of overtime and compensatory time.

4. Applicability. This policy applies to all appropriated fund (APF) civilian employees of U.S. Army Garrison Fort George G. Meade.

5. Policy.

a. Use of overtime and compensatory time shall be limited to the minimum essential to meet mission requirements. All requests pertaining to the accrual of overtime or compensatory time will be approved in advance and documented using IMCOM Form 1-H (Request, Authorization and Report of Overtime and Compensatory time).

b. APF employees who are non-exempt under the Fair Labor Standards Act (FLSA) must receive overtime pay (1.5 times their regular hourly rate) unless they request, in writing, compensatory time off in lieu of payment. FLSA exempt employees, as defined in 5 U.S.C. 5541(2), who work full-time, part-time, or intermittent tours of duty are eligible for title 5 overtime pay. Exempt employees whose rate of basic pay is above the rate for GS-10, step 10 may receive overtime or compensatory time off at management's discretion.

IMME-RM

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c. When an APF Garrison employee is required to work overtime to provide services beyond the common level of support for a tenant or other reimbursable customer (e.g., Senior Mission Commander), the employee shall be paid overtime and the customer billed for the cost of the overtime.

d. If any employee is called back to duty, they shall be paid a minimum of two hours of appropriate pay or premium pay per reference 1b.

e. An employee will be considered off duty and time spent in an on-call status shall not be considered hours of work, if the employee is allowed to leave a telephone number or to carry an electronic device, for the purpose of being contacted even though the employee is required to remain within a reasonable call-back radius.

f. Compensatory time off for travel is subject to the provisions in reference 1b.

6. Approving Officials. Authority to approve overtime or compensatory time is the Garrison Commander.

7. Procedures.

a. Employees or supervisors below Director level will prepare an IMCOM Form 1-H in advance of the requirement for overtime or compensatory time and will forward through their Director to the Garrison Commander for approval. The requestor will complete the form in its entirety to include the nature of the duties and justification for overtime on the reverse side of the form.

b. When the approved request is received back from the Garrison Commander, the Director will return the form to the requesting supervisor or employee who will provide a copy to the activity timekeeper. The activity timekeeper will maintain records for approved premium pay for a period of six years IAW reference 1.b.

c. The Resource Management Office (RMO) Civilian Pay Customer Service Representatives will provide Directorate timekeepers with bi-weekly aging reports for all compensatory time balances to facilitate scheduling time off. This same report will provide Directors the information to identify those employees having compensatory time scheduled to convert to overtime in the upcoming five pay periods. Employees, supervisors and Directors are jointly responsible for scheduling and taking accrued compensatory time to preclude it from automatically converting to overtime. To that end, Directors are to monitor unused employee compensatory time balances will and ensure that compensatory time off is fully used prior to converting to overtime.

d. When overtime or compensatory time is used to support a tenant or reimbursable customer, the Director will coordinate with the RMO to ensure a reimbursement is received.

IMME-RM

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e. Directors will provide the RMO with a copy of all approved IMCOM Forms 1-H during the last quarter of the fiscal year for budgeting purposes.

8. Exception. Supervisors below Director level can approve overtime requests only when there is an imminent threat to life, health or safety of personnel or potential for damage to government property if immediate action requiring use of overtime is not taken. Directors will be notified within one business day that overtime was authorized and it will be documented on a IMCOM Form 1-H and processed according to the aforementioned approval process through the Garrison Commander.

9. Proponent. The Garrison RMO is the proponent for this policy.



BRIAN P. FOLEY
Colonel, Signal Corps
Commanding

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