



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON BAVARIA  
UNIT 28130  
APO AE 09114-8130

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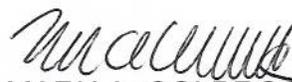
IMBV-RM

MEMORANDUM FOR all DA Civilians, Family Members and Local National Employees

SUBJECT: USAG Bavaria Command Policy Letter #2, Civilian Overtime Management Program

1. The current budget constraints and ongoing sequestration require a strong overtime control program subject to special attention by the Garrison Commander (GC) or delegated authority.
2. Regular assigned duties and functions will be performed during regular duty hours. Supervisors will grant civilian overtime or compensatory time only in case of emergency and for performance of work that cannot be delayed until the next workday (for example: snow removal, support of troops, bursting of water pipes).
3. Overtime/Compensatory time, Holiday work (unless required and documented in employment contract) must be approved by the GC or delegated authority. Requests for OT/CT/HW will only be approved if the mission is life, health or safety related. Procedures for managing civilian overtime and compensatory time are enclosed.
4. Directors will ensure that all subordinate leaders and employees understand and comply with this policy. Point of Contact is the USAG Bavaria Directorate of Resource Management, 475-8474/7913.

Encl  
Procedures for Managing  
Overtime and Compensatory time

  
MARK A. COLBROOK  
COL, AV  
Commanding

## Procedures for Managing Civilian Overtime and Compensatory time

### 1. References:

a. DOD Instruction number 1400.25, Vol 2006, 3 Mar 2012, DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Compensation Administration.

b. DOD 7000.14-R, Volume 8, Apr 13, Civilian Pay Policy.

c. AE Reg 690-58, 16 Mar 10, Overtime Control Program.

d. AE Pam 690-60 and AE Pam 690-60G (German Version), 16 Apr 13, Tariff Agreements that apply to Local Nationals employed by the U.S. Forces in Germany.

e. AE Reg 690-99 and AE Reg 690-99G (German Version), 04 Nov 10, Time & Attendance Reporting and Control for Local National Employees in Germany.

f. IMCOM Regulation 690-610, 15 May 14, Civilian Personnel Work Schedules

2. Purpose. This guidance establishes the Civilian Overtime Management Program of USAG Bavaria.

3. Applicability. This guidance applies to all appropriated fund activities civilian personnel within USAG Bavaria.

### 4. Explanation of Terms.

a. Civilian Employees. This category includes Department of the Army Civilians (DACs), US Family Members (USFMs) and Local National (LN) employees.

b. Overtime.

(1) For DAC and USFM (GS and/or Wage Grade) employees, overtime is performed when an employee works more than eight hours per day or 40 hours per week. If overtime hours are worked, supervisors must ensure maximum use of compensatory time rather than paid overtime. Compensatory time must be granted within 26 pay periods after the overtime is performed. If this is not feasible by the end of the 26th pay period, compensatory time hours will be automatically converted to overtime hours, and payment will be at the overtime rate in effect at the time the work was performed.

(2) For LN employees, overtime hours are those hours that an employee works beyond the established regular weekly work hours (normally 38.5 hours) in accordance with Article 9 of the Collective Tariff Agreement (CTA II), Apr 13. If hours are worked in

addition to regular daily work hours, supervisors are encouraged to grant time off within the same workweek. If time off cannot be granted, compensatory time **must be given** within the following 12 consecutive calendar months, unless this is incompatible with operational requirements (Art 10, CTA II). In conjunction with overtime and compensatory time premium pay has to be paid. Hours which cannot be compensated through time off must be paid at basic rates plus supplements established by the applicable tariff agreement (reference 1a, Para 20). Different bases of overtime computation apply to: Fire fighters (Para 5, part I, app P, CTA II).

(3) Under the German Work Time Law (Arbeitszeitgesetz), the work hours per day may not exceed 8 hours. The regular work hours and overtime per day may be extended to 10 hours only when the average of 8 work hours per day is not exceeded within a 6-month period or within 24 weeks.

(4) Hours worked on holidays by DAC, USFM and LN employees require prior approval, unless employee work agreement specifies otherwise. Requests must be handled as separate actions, i.e., separate requests for overtime/compensatory time and holiday work/compensatory holiday work hours. Compensatory holiday work hour requests apply to LN employees only.

c. Emergency. Any unforeseen situation in which life is endangered or other extraordinary situations that are outside management's control and whose consequences cannot be avoided in any other way, especially if a threat exists that supplies or food will perish or working products will fail.

d. Urgency. Unusual, occasional, or seasonal workload which must be handled in a given time limit and additional personnel are not available, i.e., support of troops, short fused taskers, outage of electricity, bursting of water pipes or other not to be delayed work.

## 5. **Program Execution.**

a. The USAG Bavaria Overtime Management Program will be subject to special attention by the Garrison Commander (GC) or delegated authority, who will be governed in their approval actions to reduce overtime use to the minimum extent possible consistent with safe, economic and efficient management.

b. Normally assigned duties and functions will be performed during regular duty hours. Supervisors will grant civilian overtime only in cases of emergency or urgency and for the performance of work that cannot be delayed until the next workday as explained in paragraphs 4c and 4d above.

c. Overtime/compensatory time and holiday work/compensatory holiday work hours to be performed by civilian employees of appropriated fund activities must be approved in advance by the Garrison Commander (GC) or delegated authority. This applies to overtime/holiday work for which the employee receives pay as well as compensatory time off.

## 6. Responsibilities.

a. The Garrison Commander (GC) will approve overtime/compensatory time and holiday work/compensatory holiday work requests for USAG Bavaria. The Garrison Commander (GC) can delegate these responsibilities. All approving officials are required to have internal control measures in place to prevent abuse of overtime.

b. The authorization form (IMCOM Form 1-H) for DAC and USFM employees and USAG Bavaria Form 690-58B for LN employees is not required by the respective payroll offices to substantiate overtime/compensatory time or holiday work hour entries on Time and Attendance (T&A) documents. **However, written authorization must be available at the requesting activity for internal control reviews. The Directorate of Resource Management (DRM) will perform audits of all Overtime requests.**

c. Applicable sections of the Management Control Process for DOD 7000.14-R, Volume 8 and AE Reg 690-99 covering overtime control must be completed in accordance with the Management Control Plan or as directed by the Garrison Commander and staff principals.

d. Supervisors are responsible for control of compensatory time. A definite time schedule must be established and maintained for LN/US employees to control the compensatory time taken or the time compensated by overtime pay. **Special attention is required that approved compensatory time hours will not migrate into paid overtime after periods described in Para 4b (1) and (2).**

## 7. Procedures.

a. Overtime/compensatory time and holiday work hours for DACs or USFMs must be requested on IMCOM Form 1-H, Request, Authorization, and Report of Overtime and Compensatory Time (Encl 1) for each pay period in which overtime/compensatory time and holiday work hours are required. The request must be initiated by the supervisor, signed by the director (Requestor) and sent to the Directorate of Resource Management (DRM) for consolidation. The DRM will submit consolidated requests to the approving officials (GC or delegated authority) prior to the start of the pay period. All requests are due to the DRM by the 18<sup>th</sup> of each month. Submitted requests must cover all pay periods of the following month and must be approved by the Garrison Commander (GC) or delegated authority prior to the effective day of planned overtime work.

b. Overtime/compensatory time and holiday work/compensatory holiday work hours for LN employees will be requested on USAG Bavaria Form 690-58B, Request and Authorization of Overtime (Encl 2). The request will be initiated by the supervisor and signed by the director (Requestor). All requests are due to the DRM by the 18<sup>th</sup> of each month.

c. Emergency and/or urgent overtime hours worked by employees must be documented by the requesting activity on IMCOM Form 1-H for US employees (Encl 1),

and USAG Bavaria Form 690-58A, Emergency Overtime Approval (Encl 3) for LN employees not later than the next working day after completion of the emergency overtime/urgent overtime. Hours worked must be documented and approved by the proper authority (GC or delegated authority). This also applies if more hours were worked than originally requested. These additional hours must be separately requested and forwarded to the Garrison Commander or delegated authority for approval. A copy of the approved request must be forwarded to DRM, USAG Bavaria, ATTN: IMBV-RMM for control purposes.

d. The Personnel Representation Law outlined in USAREUR Reg 690-61, dtd. Jun 09 stipulates that the Works Council have co-determination rights in the establishment of daily work hours and breaks. Therefore, the requesting activity must forward a copy of all approved overtime/compensatory time requests to the local Works Council for co-determination.

**e. The approved, partially approved, or disapproved requests must be returned by the approving official to the originator to be filed with T&A Reports (AR 25-400-2). Overtime/compensatory time and holiday work/compensatory holiday work entries into ATAAPS/LNTAP without written approval are not permitted. Therefore, USAG Bavaria Form 690-58C (Encl 4) and the approved overtime request/compensatory time request must be forwarded to the respective timekeeper by the responsible supervisor.**

f. Periodic reviews will be performed by DRM, USAG Bavaria to ensure compliance with the Civilian Overtime Management Program.

8. **Special Provisions.** Requesting and approving officials must be thoroughly familiar with the overtime policies cited in referenced regulations. Supervisors must insure that the content of this memorandum is briefed to employees on at least an annual basis.

9. **Proponency.** The proponent agency of this Civilian Overtime Management Program is the DRM, USAG Bavaria. Users are invited to provide comments and suggested improvements to DRM, USAG Bavaria, ATTN: IMBV-RMM, DSN 475-8474/7913.

4 Encls

1. IMCOM Form 1-H
2. USAG Bavaria Form 690-58B
3. USAG Bavaria Form 690-58A
4. USAG Bavaria Form 690-58C



TAMRA A. HUNT

Director, Resource Management

# REQUEST AUTHORIZATION AND REPORT OF OVERTIME AND COMPENSATORY TIME

Refer to IMCOM Regulation 690-610 for guidance to complete this form, proponent is G1

<b>THRU</b> (if applicable)	<b>TO</b> (Approving Official)	<b>From</b> (Office, Div, Branch, Section, Unit)

1. A sperate request for overtime shall be prepared in and original and two copies for each day in which overtime is to be worked. One copy will be retained until the approved/disapproved copy is returned.
2. Enter the name of the employee, grade and step, date work is to be performed, the clock hours of duty, number of overtime hours to be worked by each employee and the method of compensation.
3. The requested official shall sign the request and submit to the appropriate authorizing official. If the authorizing official concurs he/she shall sign the form and return a copy to the requesting office. The original will be forwarded to the ATAAPS timekeeper.

**Authority requested for overtime beyond the regular tour of duty for the respective employee(s).**

					METHOD OF COMPENSATION			
Employee Name (Last, First, MI.)	Grade & Step	Date work is to be performed	Duty Clock Hours	Number of hours requested	Overtime	Holiday	Comp Time	Travel Comp Time
				<b>Total Hours</b>				

**Note: Employees occupying wage grade positions may not be granted compensatory time, except for employees working alternate work schedules. Compensatory time cannot be granted for holiday work.**

**NATURE OF DUTIES AND JUSTIFICATION FOR OVERTIME:**

(Enter a short description of the work to be performed and the reason why it must be performed by overtime)

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**NAME AND TITLE OF REQUESTOR**

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**SIGNATURE OF REQUESTOR**

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**DATE**

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**NAME AND TITLE OF AUTHORIZING OFFICIAL**

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**SIGNATURE OF AUTHORIZING OFFICIAL**

--

**DATE**

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**REMARKS**

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**REQUEST AND AUTHORIZATION OF OVERTIME**  
 (USAG Bavaria Policy — Civilian Overtime Management Program)

<b>To</b>	<b>Thru</b>	<b>From</b>	<b>Date (YYYYMMDD)</b>

CF Local Works Council/DRM/USAG Bavaria functional Directorate

Payroll no.	Employee's name	Grade/step	Date or period work is required	OT/HW clock hours	Hours needed	OT	CT	HW	CH
<b>Total:</b>									

Nature of duties and justification for overtime

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Reason why compensatory time is not feasible

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Date (YYYYMMDD)	Signature of requestor	<p align="center"><b>Note for Approving Official</b></p> <p>According to overtime policy, a copy of the approved request must be forwarded to the local works council for codetermination and to DRM and the USAG Bavaria functional Directorate for control purposes.</p>
Date (YYYYMMDD)	Signature of approving official	

**EMERGENCY OVERTIME APPROVAL**  
 (USAG Bavaria Policy — Civilian Overtime Management Program)

To	Thru	From	Date (YYYYMMDD)

CF DRM/USAG Bavaria functional Directorate

Payroll no.	Employee's name	Grade/step	Date or period work is required	OT/HW clock hours	Hours needed	OT	CT	HW	CH
<b>Total:</b>									

Nature of duties and justification for overtime

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Reason why compensatory time is not feasible

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Date (YYYYMMDD)	Signature of requestor	<p><b>Note for Approving Official</b>                  According to overtime policy, a copy of the approved request must be forwarded to DRM and the USAG Bavaria functional Directorate for control purposes.</p>
Date (YYYYMMDD)	Signature of approving official	

