MEMORANDUM FOR ALL SUPERVISORS OF CIVILIAN PERSONNEL

FROM:  39 ABW/CC

SUBJECT:  Overtime and Compensatory Time Request Procedures

1. Effective immediately, please adhere to the attached procedures in requesting overtime and compensatory time for US and non-US employees assigned to the 39th Air Base Wing. This policy is being implemented to ensure effective use of our financial and human resources when dealing with emergency or unprogrammed work surges.

2. For additional guidance on these procedures, please contact the Civilian Personnel Office at 676-6416.

3. This supersedes memorandum dated 11 November 2018, Overtime and Compensatory Time Request Procedures.

Attachment:
39 ABW OT/Comp Time Guidelines
39TH AIR BASE WING
OVERTIME (OT) AND COMPENSATORY TIME PROCEDURES

In accordance with AFI 36-802, Pay Setting, para 3.1, AFI 36-807, Scheduling of Work, Holiday Observances, and Overtime, chapter 5 and the Collective Labor Agreement between the 39 ABW and Turk Harb-IS Union in Turkey, the guidelines have been established to ensure proper request of overtime and/or compensatory time for emergency work or unprogrammed work surges for Appropriated Fund (APF) and Nonappropriated Fund (NAF) employees.

1. DEFINITIONS:

   a. Overtime:

      (1) **US Employees:** For an employee who works a Regular Tour of Duty or flexible work schedule, overtime work is work officially ordered and approved by management and performed by the employee in excess of 8 hours a day or 40 hours in an administrative workweek.

      (2) **Non-US Employees:** All kinds of work performed upon written notification by the Employer in excess of daily and weekly normal work periods. Overtime rules and/or regulations are the same for APF and NAF Non-US employees.

   b. Paid Overtime:

      (1) **US Employees:** Overtime pay for employees whose rate of basic pay does not exceed the minimum rate for GS-10, the overtime hourly rate is 1 ½ times the hourly rate of basic pay. Overtime pay for employees whose rate of basic pay exceeds the minimum rate for GS-10, the overtime hourly rate is equal to the greater of 1 ½ times the applicable minimum hourly rate of basic pay for GS-10 or the employee’s hourly rate of basic pay.

      (2) **Non-US Employees:** Reference Article 16 of the Collective Labor Agreement concerning overtime and work on the 6th and 7th day of the week.

   c. Compensatory Time: Time off with pay in lieu of overtime pay for irregular or occasional overtime work.

      (1) **US Employees:** Compensatory time off is granted in increments of one quarter of an hour (15 minutes).

      (2) **Non-US Employees:** If a non-US employee requests compensatory time, contact the Civilian Personnel Office.

   d. Overtime Workload: Urgent or unexpected work surges. An urgent situation exists when an unusual, occasional or seasonal workload must be accomplished within a given time period and additional personnel are not available, or when performance of overtime work is more...
economical than hiring temporary employees or paying for charges or damages that would otherwise be incurred. Overtime work must be kept to a minimum.

2. **OVERTIME REQUEST PROCEDURES:**

**Requesting Official Responsibilities:**

- Plans work effectively and requests overtime only when the mission requires this work for efficient operations.

- Requests the overtime on Air Force Form 428 (Request for Overtime, Holiday, Premium Pay, and Compensatory Time) fully describing the nature of the duties and providing detailed justification for the required overtime.

- Obtains approval from the authorizing official before ordering overtime. EXCEPTION: In an emergency situation, may obtain verbal approval from 39th Comptroller Squadron (39 CPTS) before commencement; however, must submit written request of overtime no later than the following workday.

- Obtains fund certification from 39 CPTS after coordinating through appropriate authorizing official (i.e., Squadron and/or Group Commander).

- Provides copy of approved AF Form 428 to the time and attendance certifiers and timekeepers for audit purposes.

- Briefs employees on the number of hours authorized to work overtime and other rules and procedures governing compensatory time and overtime.

- Verifies hours worked and that time and attendance records are correct prior to certifying and authorizing the expenditures of government funds.

- Manages overtime through careful review and leave scheduling to avoid overtime requirements.

- Maintains all overtime documentations to include approved AF Form 428 for audit purposes for 6 years and 3 months or until it has been audited (which ever happens first).

- Performs periodic self-inspections, at least annually, of overtime and compensatory time requests. Properly identify and correct documentation errors and inadequately maintained AF Form 428.

**Authorizing Official Responsibilities:**

- Continually ensures that overtime work occurs only pursuant to mission needs.
• Verifies with 39 CPTS or designated Resource Office to ensure funds are available before approving request.

• Paid overtime: Only Squadron Commanders or Deputy Commanders are authorized to approve requests for paid overtime.

• Compensatory Time: Squadron Commanders have the authority to approve in cases where the employee performing the overtime work has requested compensatory time instead of paid overtime. Management may require that employees who are FLSA exempt and whose basic pay rate is greater than the maximum rate for a GS-10 receive compensatory time in lieu of overtime pay. Compensatory time earned must be used within 26 pay periods or will be paid out at the overtime rate. Managers must ensure that Compensatory time is used prior to annual leave to mitigate the additional expenditure of funds.

• Ensure the Turkish Legal cap of 270 hours/year is maintained. Contact CPO for all overtime in excess of the annual cap of 270 hours.

39 CPTS Responsibilities:

• Verify funds are available upon request by the overtime authorizing officials.

• Provide fund certification on overtime requests that have been approved by the appropriate authorizing official.

Timekeeper Responsibilities:

• Attach a copy of the signed AF Form 428 with timecards for audit purposes.

Employee’s Responsibilities:

• May not receive overtime pay for work which a supervisor did not properly authorize and approve.

• Employees should use previously earned compensatory time before using accrued annual leave.