



U. S. DEPARTMENT OF THE INTERIOR
OFFICE OF SURFACE MINING
RECLAMATION AND ENFORCEMENT
DIRECTIVES SYSTEM

Subject Number:
PER-2-1
Transmittal Number:
568
Date:
9/5/89

Subject: Compensation for Overtime

Approval:

Title: Director *[Signature]*

Please make the following changes to:

Subject No: PER-2
Subject: Compensation for Overtime

Date: 10/27/86
Transmittal No: 286

The purpose of this Change Notice is to incorporate the policy contained in Temporary Directive No: 88-15 dated July 12, 1988, Subject: Approval of Overtime Pay in Excess of 600 Hours.

1. Change paragraph 3.c. Authorization for Overtime to add paragraph (3) as follows:

- (3) The authority to approve overtime pay is reserved to the Director for nonemergency situations whenever the overtime pay exceeds 600 hours in a fiscal year for an employee at any grade level.

Overtime pay requests meeting this criteria must be submitted through the Personnel Officer and the Deputy Director, Administration and Finance, who will send it to the Director for approval. Requests from the field must include the endorsement of the appropriate Assistant Director, Eastern/Western Field Operations, before being forwarded to the Personnel Officer and the Deputy Director, Administration and Finance.

The Director's decision on the overtime pay request will be returned to the requesting manager or supervisor through appropriate channels. Once the approval by the Director is received, the overtime pay can be authorized on the Time and Attendance (T & A) Report to the Payroll Office. The Director's approval should not accompany the T & A Report to Payroll; it must be retained as documentation with the local T & A file for a period of three (3) years.

CHANGE NOTICE