

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Department of Human Resources

District Personnel Manual Issuance System

E-DPM Instruction No. 11B-72

This instruction may be accessed electronically at www.dchr.dc.gov, by clicking on the "District Personnel Manual" link; and the "Issuances" link for Chapter(s) **11B**

SUBJECT: Authorization of Overtime Work - *REVISED*

Date: September 24, 2009

NOTE: This Electronic-District Personnel Manual (E-DPM) instruction supersedes E-DPM Instruction No. 11B-69, *Authorization of Overtime Work*, dated May 13, 2009. The instruction is being superseded to provide that authorization for overtime may also be granted electronically; and that non-compliance with the provisions of this instruction shall be subject to administrative action.

The purpose of this Electronic-District Personnel Manual (e-DPM) instruction is to inform department and agency heads and other agency officials that, except as otherwise provided by law (i.e. the Fair Labor Standards Act of 1938 (FLSA), regulation, or a collective bargaining (CBA), "*overtime work*" must be officially ordered or approved prior to its performance.

Authorization of Overtime Work

Overtime includes work performed that is officially ordered or approved, which is in excess of 40 hours in any administrative workweek or in excess of 8 hours a in workday.

Except as otherwise provided by law, regulation, or CBA, department and agency heads are authorized to order and approve overtime, and exercise the option of authorizing overtime pay or compensatory time (in lieu of FLSA-overtime pay) or Exempt Time Off, as appropriate; and to delegate such authority to subordinate agency officials.

Each instance of overtime must be ordered or approved by an authorized official. Overtime can be authorized via electronic or written approval by an official who shall be responsible for ensuring that obligations for overtime pay do not exceed available agency funds.

Overtime work shall be approved prior to its performance (in advance), except in cases of emergency.

Note: *E-DPM* instructions that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employee under their respective jurisdictions.

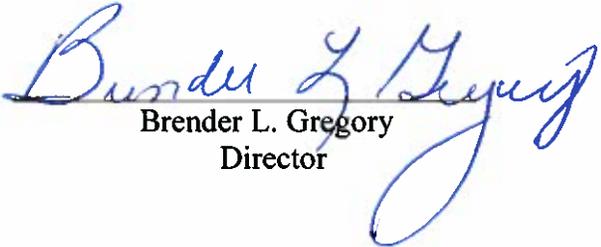
Inquiries: Compensation and Classification Administration, DCHR (202) 442-9700

Distribution: Heads of Department and Agencies, HR Advisors, and DPM Subscribers

Retain Until Superseded

Sanctions

Compliance with the provisions contained in this E-DPM instruction is mandatory. Any violation of the policy as outlined above is subject to administrative action.


Brender L. Gregory
Director