

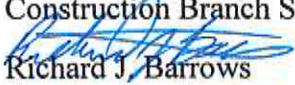


U.S. Department
of Transportation

**Federal Highway
Administration**

Memorandum

Western Federal Lands Highway Division
610 E. Fifth Street
Vancouver, WA 98661-3801

TO: Construction Branch Staff
FROM: 
Richard J. Barrows
Construction Engineer
DATE: March 02, 2015
SUBJECT: Overtime/Compensatory Time Policy for the
Construction Branch

In Reply Refer to: HFL-17

Please discard all previous Overtime/Compensatory Time Policies for the Construction Branch and replace with this version. This policy applies to all of the Construction Branch but is primarily for the field pool and student interns.

A **CASTLE** Overtime/Compensatory Time Pre-Authorization Request **is required to be submitted** prior to any overtime or compensatory time being incurred. Project Engineers must concur in the amount of overtime or compensatory time requested by each employee prior to submitting to the COE. Requests must be submitted each pay period that overtime or compensatory time is anticipated. Additional approvals are required prior to exceeding the 160 or 320 thresholds noted below.

- Overtime/compensatory time requests up to 160 hours annually, measured from January 1 to December 31, must to be approved in CASTLE by the Construction Operations Engineer or the Construction Engineer prior to performing work.

On June 14, 2011 the Associate Administrator of the Office of Federal Lands issued the Use of Overtime Memorandum which established the following approval thresholds:

- Overtime/compensatory time requests over 160 and through 320 hours annually must be approved by the Director of Project Delivery after concurrence from the Construction Operations Engineer and the Construction Engineer prior to performing work.
- Overtime/compensatory time requests in excess of 320 hours must be approved by the Division Director, after concurrence from the Construction Operations Engineer, the Construction Engineer, and the Director of Project Delivery, prior to performing work. **Note that approval of overtime/compensatory time in excess of 320 hours requires extenuating circumstances.**

Requests will originate with the Project Engineer and will be submitted, by memorandum, through the Construction Operations Engineer.

A. Address the following requirements 1 through 5, only, in requests to exceed the 160 hour threshold through 320 hours.

B. Address requirements 1 through 6 in requests to exceed the 320 hour threshold.

1. *The name of each employee.*
2. *The amount of overtime/compensatory time worked to date by each employee.*
3. *The additional amount of overtime/compensatory time requested for each employee.*
4. *Justification of the need to exceed the previously approved threshold.*
5. *Actions that are being taken to minimize the amount of additional overtime/compensatory time.*
6. *A statement explaining, from a management perspective, why overtime/compensatory time is the most effective way to complete the work.*

The file name of the memorandum requesting the increase in overtime/compensatory time will use the following convention as applicable:

- Exceeding 160 Hours: ***[Insert Employee's Name(s)] Request to Exceed 160 OT-CT***
- Exceeding 320 Hours: ***[Insert Employee's Name(s)] Request to Exceed 320 OT-CT***

The subject line of the transmitting email will use the same naming convention as the request file name i.e. ***[Insert Employee's Name(s)] Request to Exceed 160 OT-CT or [Insert Employee's Name(s)] Request to Exceed 320 OT-CT.***

If the request is approved, the appropriate authorities will sign the memorandum in the designated locations. The Construction Operations Engineer will forward the approved request to the Project Engineer, and each will retain a copy until the end of the current calendar year.

Monitoring the use of overtime and/or compensatory time is the shared responsibility of the individual employee, the Project Engineer, and the Construction Operations Engineer. It is paramount that employees, who work on multiple projects, keep track of their overtime/compensatory time and inform the Project Engineers to ensure that the thresholds are not exceeded without prior approval.

Using lessons learned is encouraged to reduce the amount of extra work to the extent possible. Alternating field inspection efforts and prudent use of limited resources ensure that projects are constructed to the standards and quality that our customers have come to expect.

Use the provided memorandum formats for requests to exceed 160 or 320 hours.