

UNCLASSIFIED

AMCPE-C

INFORMATION PAPER

14 SEP 01

SUBJECT: Hours of Work/Pay and Overtime Entitlements

PURPOSE: To provide guidance on entitlements for civilians performing work for contingency operations.

FACTS:

- o Certain contingencies require that civilian employees work overtime or work other than their normal tour duty (e.g., 0800-1630), including weekends or holidays and in some cases to serve in an "On-Call" status.
- o This work may be performed at the employee's normal work station or within an operations center.
- o If necessary, management has the right to change an employee's tour of duty.
- o This may include night work, weekend work, or holiday work.
- o Night pay differential (10% to hourly rate) is to be paid for a tour of duty between the hours of 1800-0600. For wage grade employees night shift differential will be paid for nonovertime work where the majority of the hours occur between 1500 and 2400 (7 1/2%). For work where the majority of hours occur between 2300 and 0800, a 10% differential will be paid.
- o Sunday premium pay (25% to hourly rate) is to be paid for any Sunday work that is not overtime work. Employees are entitled to Sunday premium pay for the entire tour of duty that begins or ends on Sunday.
- o Holiday work not in excess of 8 hours is paid at the normal hourly rate plus premium pay at the normal hourly rate for each hour worked.
- o On-Call status generally will result in no entitlement to additional compensation. However, if movement is restricted the employee would be entitled to compensation for the time spent in the On-Call status.
- o An employee in an On-Call status called back to work is entitled to at least two hours of compensation.
- o Overtime is work in excess of 8 hours a day or 40 hours in a week. Overtime work is compensated in two ways, pay and compensatory time.

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- o Non-exempt employees are paid time and half their hourly rate for overtime worked unless the employee requests compensatory time.
- o Exempt employees whose salary is less than GS-10, Step 1 are paid time and half their hourly rate for overtime worked unless the employee requests compensatory time.
- o Exempt employee whose salary exceeds GS-10, Step 1 up to GS-10, Step 10 is paid time and a half of the G-10, Step 1 rate for overtime worked unless the employee requests compensatory time.
- o Exempt employees whose salary exceeds GS-10, Step 10, may be directed to take compensatory time for overtime hours worked. If paid, the employee will receive time and a half at the GS-10, Step 1 rate.
- o Effective 11 Sep 01, the biweekly maximum limitation rule was waived until further notice for employees performing work directly related to the attacks on the World Trade Center and the Pentagon or their aftermath. The annual limitation does apply. DFAS must be notified of the specific positions to which the waiver applies.
- o Any earned compensatory time must be used within 26 pay periods or it will convert to overtime pay.

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COORDINATION:
Considered