



Overtime

Revision and Approval

Revision	Date	Nature of Changes	Approved By
0	12-04-2020	Original Issue	Richard Foley

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Background

This process establishes Structure Construction (SC) roles, responsibilities, and procedures for administration of the use of overtime, including authorization and documentation. Overtime use must be judiciously managed and minimized when possible.

Process Inputs

1. Assigned work cannot be completed in a normal shift and it cannot be deferred

Procedure

1. All work associated with this process is charged as [Project Direct – Construction](#), and/or [Project Direct – Preconstruction](#).
2. Overtime for field work should only be continuous inspection processes or work which cannot be deferred to the next shift, including some office work such as submittal reviews. Overtime work must be preauthorized. Thus, to document preauthorization of overtime, the following three overtime preauthorized request options are available for use by SC. In this BCM they are referred to as a “SC Overtime Preauthorization Request”:
 - a. [Form SC-0104A](#), *Structure Construction Preauthorization Overtime Log by Employee*
 - b. [Form SC-0104B](#), *Structure Construction Preauthorization Overtime Log by Unit*

- c. An equivalent form (authorized prior to use by TT P).
3. All SC staff:
- a. Reviews and understands [DD-56-R4](#), which includes references to applicable MOU(s) of the bargaining unit, FLSA rules, and Division Policies regarding overtime.
 - b. Authorization must be obtained prior to working overtime. In the event of an emergency, authorization must be obtained as soon as is practical.
4. SC Assistant Structure Representatives:
- a. Notifies the Structure Representative (SR) when overtime work is anticipated.
 - b. Record actual overtime worked and what was accomplished on [Form CEM-4601](#), *Assistant Resident Engineer's Daily Report* and a SC Overtime Preauthorization Request, as detailed in [Attachment 3](#), *Instructions for Completing Form SC-0104A and Form SC-0104B*.
5. SC Structure Representatives:
- a. Determine the amount of overtime needed for each employee, including self, assigned to the projects in consultation with first-line supervisor.
 - b. Complete the SC Overtime Preauthorization Request as detailed in Attachment 3, and shown in [Attachment No. 1](#), *Sample Form SC-0104A, Structure Construction Preauthorization Overtime Log by Employee*, and [Attachment No. 2](#), *Sample Form SC-0104B, Structure Construction Preauthorization Overtime Log by Unit*.
 - c. Submit the request to the first-line supervisor for preauthorization of overtime.
 - d. Document own overtime hours and what work was accomplished on [Form CEM-4501](#), *Resident Engineer's Daily Report*.
6. SC First-Line Supervisors:
- a. Discuss with SR for amount of overtime needed for preauthorization.
 - b. Sign [Form SC-0104A](#) or [Form SC-0104B](#) to grant preauthorization of overtime.
 - c. Obtain additional prior written authorization from the second-line supervisor for employees who exceed:
 - i. 12 hours regular and overtime worked in one day
 - ii. 30 hours overtime worked in one week
 - iii. 50 hours overtime worked in a month
 - iv. 6 workdays per week

- d. Verify actual overtime worked with employee's timesheet and Form SC-0104A/Form SC-0104B.
 - e. Monitor overtime allocation and employee overtime usage.
7. SC Second-Line Supervisors:
- a. Review and authorize additional overtime requests submitted by first-line supervisors.
 - b. Obtain additional prior written authorization from the obtain DES Chief's authorization in cases that may exceed the annual limit below:
 - i. 450 hours overtime worked within the fiscal year (July 1 through June 30).
 - c. Retain Form SC-0104A and Form SC-0104B for 5 years. May be delegated to SC First-Line Supervisors.

Process Outputs

1. Overtime work for SC employees is preauthorized, except in emergency
2. Reasons, product produced, and actual overtime worked by SC employees are documented
3. Minimize the use of overtime

Attachments

1. [Attachment No. 1](#), *Sample-Structure Construction Preauthorization Overtime Log by Employee* (Form SC-0104A)
2. [Attachment No. 2](#), *Sample-Structure Construction Preauthorization Overtime Log by Unit* (Form SC-0104B)
3. [Attachment No. 3](#), *Instruction for Completing Form SC-0104A and Form SC-0104B*