

## INFORMATION FOR ALL SUPERVISORS AND TIMEKEEPERS

SUBJECT: Overtime/Compensatory Time and Off Days During Emergency Operations

1. RECORDING TIME WORKED. Entries into Corps of Engineers Time Attendance and Labor (CETAL) should contain, in the Remarks block, the actual clock hours each employee worked each day. This information should be retained until all claims for retroactive or erroneous overtime, night differential, etc., are resolved. Supervisors and timekeepers should remind employees to keep track of their actual hours worked so they can receive all the pay and benefits to which they are entitled.
2. OVERTIME/COMPENSATORY TIME. The policy for overtime worked during the emergency is that it is to be paid overtime, not compensatory time off. We are interrupting our normal productivity for emergency operation. It is improper to approve compensatory time off for use after the emergency, when we will be trying to catch up on our regular mission. Some employees mistakenly believe that taking the time as compensatory time now, and letting it convert to paid overtime later, will shield them from any pay cap that applies. This is not the case. Also, in order to financially account for charges associated with the emergency operations, overtime should be paid as it is incurred. (A fiscal accounting problem could occur later if it becomes necessary to reconstruct the pay for compensatory time and convert it to overtime pay twenty-six pay periods later.) This will also ensure that employees get the benefit of any pay cap waiver or other pay change determinations.
3. DAYS OFF DURING THE WEEK. If possible, two days off—preferably Saturday and Sunday—should be scheduled into the employee's tour of duty. This may not be possible for employees working some types of emergency operations. In those cases, whenever possible, an employee should be scheduled to take off two days consecutively, (e.g., Wednesday and Thursday), in the middle of the week to prevent fatigue and conduct important personal business.