

Connecticut DOT

Number: CD-2018-1

Office of Construction

Date: March 22, 2018

CONSTRUCTION DIRECTIVE

Construction Administrator

Overtime Use and Approval

It has become necessary to clarify the use and approval of Overtime / Compensatory Time in order to bring consistency among all our Divisions in Construction. These are general guidelines and if a specific situation warrants additional review, it should be brought to the attention of the Construction Administrator for further review and disposition.

Overtime is defined in the "Employee Handbook" as follows:

Overtime is time worked beyond the normal workweek, usually under certain emergency situations or to meet special needs for increased work production. A considerable amount of overtime is required of highway maintenance employees during the winter months for snow and ice control. All overtime work, except that involving emergencies, must receive <u>prior written management approval</u>.

Compensatory Time in lieu of Paid Overtime is defined in the "Employee Handbook" as follows: Exempt employees who perform overtime work are entitled to receive Compensatory Time in lieu of paid overtime in accordance with collective bargaining agreement or Personnel Regulations. Compensatory (Earned) Time is not payable upon termination of employment. Therefore, employees should not accumulate large amounts of earned time and should work with their supervisors to schedule the time off. Compensatory Time should be used within the time limits indicated in the employee's labor contract or Personnel Regulations and is subject to supervisory approval.

Section 1-104, Chapter 1 of Construction Manual, "Inspection" describes "Time on Project" for our field personnel and is a general guide for scheduling inspector hours and if it results in overtime hours for field personnel, such overtime can be approved. It is recognized that prior written approval may not always be possible. However, verbal approval by the Supervisor is necessary prior to working the overtime. The attached template shall be used as documentation of the overtime hours and after approval by the Assistant District Engineer or his/her designee, shall be retained in the Division for audit purposes and shall follow the "Record Retention" guidelines.

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The Project Engineer and Supervising Engineer should review the Contractor operations and determine the best course for inspecting the contract operations. If there are multiple inspectors on the project, stacking the work hours of inspectors should be considered for optimum efficiency.

As we embark on more Quality initiatives which emphasizes Contractor Quality Control through Specifications and Special Provisions, the role of the Inspectors might continue to evolve which would result in more efficiencies in the future.

The overtime and compensatory time for the supervisory and administrative personnel are governed by PM-78-3B and Policy Statement F&A 11 and the compensatory time for the Managers are governed by Policy Statement F&A 33. Every attempt shall be made to minimize the overtime or compensatory time for supervisory and administrative personnel and prior written approval with justification is necessary.

As further clarification, the designees for Bureau Chief listed under the above Policy Statements are the following:

- District Engineer, Division Chief, Assistant District Engineer, or Transportation Principal Engineer for the approval of Transportation Supervising Engineers and lower titles;
- Transportation Supervising Engineers for the approval of Transportation Engineer 3s and lower titles; and
- Transportation Engineer 3s for the approval of Transportation Engineer 2s and lower titles; and
- District Engineer or Transportation Division Chief for the approval of compensatory time or overtime for Assistant District Engineers and Transportation Principal Engineers. Please note that the overtime in lieu of compensatory time for Assistant District Engineers can only be approved by OPM, and any such request can only be made by the Bureau Chief through Human Resources.

Please be guided accordingly.

Construction - Unit # <u>57131</u> SUPERVISOR'S APPROVAL OF PAID OVERTIME

EMPLOYEE NAME:				Emp No.		Please Check				
PAY PERIOD		STARTING:	03/02/18	ENDING:	03/15/18	<u>X</u>	40.0 Hr 35.0 Hr			
~~ WEEK ONE ~~										
DATE	NO. HRS.	TIME	TOWN	PROJECT	CORE CODE*	LOCATION/NATURE OF WORK REASON FOR OVERTIME				
						S	SUB TOTAL	Overtime		
			~~	WEEK TWO ~	~					
DATE	NO. HRS.	TIME	TOWN	PROJECT	ACTIVITY CODE*			TURE OF WORK OR OVERTIME		
						S	SUB TOTAL	Overtime		
							TOTAL	Overtime		
Employee Signature:				Date:						
Supervisor Approval:		(signature required)		Date:			OFFARTING	NOUNTH NO		
	s	Title: Supervisor's Printed Name				-	W OF	TRANS		

^{*} Activity Code must be the same as used in Core-CT

STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION

MANAGER REQUEST FOR COMPENSATORY TIME

Manager's	Employee	Unit						
Name	Number	Number						
<u>Directions:</u> In accordance with Policy No. F&A33, Manager applies for authorization to earn								
compensatory time by completing this form and submitting it to their administrator in advance .								
Use of compensatory time is subject to approval of Bureau Chief via submission of a PER-004								
and State Personnel rules and policies. Manager should keep an approved copy.								
Eligibility Criteria:								
 Compensatory hours exceed two (2) hours 								
 Compensatory time resulting in multiple occasions totaling a significant number of 								
hours								
 Compensatory time resulting from emergency/storm duty 								
Special Assignment directed by Supervising Manager								
Date(s):								
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Time(s):								
· ·								
Project(s)/Assignment(s):								
Employee's	Bureau Chief's							
Signature:	Signature:							
Date:	Date:	Date:						