

OFFICE OF INFORMATION TECHNOLOGY

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Overtime Policy in the Office of Information Technology

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**PURPOSE:** This MAPP describes the policies and procedures governing overtime in the Office of Information Technology (OIT).

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**BACKGROUND**

- OIT maintains funds for infrequent, emergency use of overtime in situations where there is a need caused by the inability to fully staff the division, or when there is an inordinately large amount of work that could not be anticipated and planned for.
  - The policies described in this MAPP will enable OIT to effectively use overtime funds to meet both the personal needs of staff and the organizational needs of OIT and CDER.
  - Supervisors are expected to manage work assignments, identifying situations in which the use of overtime is appropriate and ensuring that overtime is used most effectively, efficiently, and fairly. Supervisors must also ensure that work objectives are met.
  - SES employees, Title 38 employees, and Commissioned Corp Officers may not earn overtime.
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**REFERENCES**

- CDER MAPP 4657.3, Overtime Policy
  - Collective Bargaining Agreement between FDA and NTEU (Article 22)
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**POLICY**

OIT will follow the CDER policy on overtime with the following additional elements:

- Compensatory time will be granted under the same constraints as overtime and when it can be reasonably expected that the individual will be able to use the time off within the required 8 pay periods.
  - Team leaders from each division and staff will obtain direct clearance of overtime and compensatory time.
  - Overtime or compensatory time provides compensation for workers when they have to work longer hours to get the job done. There will be times when personnel actions, details to other divisions, the needs of the Agency, sickness, or other unforeseen events will create an imbalance in the workload. Under such special circumstances, a team leader may recognize the need for overtime and request it on a pay period-by-pay period basis.
  - Generally, overtime must be requested and approved prior to use. Overtime requests are made using the Overtime Request and Authorization Form FDA 211. Requests may cover **only one pay period** and must be approved by the Deputy Director, Administration. In instances where the need for overtime cannot be predicted (e.g., emergency need for a special project) and the Deputy Director, Administration is unavailable, the supervisor may permit the use of overtime, but overtime will not be compensated until the Overtime Request and Authorization Form FDA 211, has been signed by the Deputy Director, Administration.
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**PROCEDURES**

- The team leader will discuss the need for overtime and/or compensatory time with the Division Director.
- The Division or Staff Director will notify the OIT Deputy Director, Administration (with a copy to the Management Officer) by e-mail of the need for overtime/compensatory time. The e-mail should include the following:
  - a. Description of the specific project requiring the overtime or compensatory time
  - b. The amount of time necessary to complete the project
  - c. Identity of the recipient
- The Deputy Director, Administration, will reply by e-mail conveying the approval or disapproval of the overtime or compensatory time.
- The Division/Staff will prepare the Overtime Request and Authorization (Form FDA 211), attaching the e-mail approval.

- The Division Director, Deputy Division Director, or Staff Director will countersign the request.
  - The request will be forwarded to the Deputy Director, Administration.
  - Copies of the completed paperwork will be forwarded to the Management Officer/Program Specialist and Division/Staff directors. The program specialist will forward a copy to the timekeeper. The team leader will notify the individual of the amount of overtime or compensatory time approved.
  - In the case of approved compensatory time, the timekeeper will alert the individual and the team leader when 4 weeks have elapsed without the individual scheduling time off. Every effort should be made to assist the individual in scheduling the allotted time off within the 8-week period to avoid conversion of the compensatory time to overtime.
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**EFFECTIVE DATE**

This MAPP is effective upon date of publication.