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United States Coast Guard

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CG BSU PORTSVA INST 12610.1

MAR 1 1 2010

BASE SUPPORT UNIT PORTSMOUTH INSTRUCTION 12610.1

SUBJ: EMPLOYEE OVERTIME

1. PURPOSE. The purpose of this instruction is to establish procedures to authorize and control civilian overtime for employees paid with appropriated funds.

2. ACTION.

   a. All Division Chiefs shall comply with this instruction when planning and authorizing overtime.

   b. The Comptroller shall monitor overtime use and keep the Commanding Officer and all Division Chiefs advised of the status of overtime use.

3. DIRECTIVES AFFECTED. Integrated Support Command Portsmouth Instruction 12610.1E is hereby cancelled.

4. SUMMARY OF CHANGES.

   Paragraph 5. Changed all occurrences of ISC to BSU.
   Paragraph 6. Changed all occurrences of ISC to BSU. Deleted all references to the Industrial Division and Manager.

5. DISCUSSION.

   a. Overtime work is work performed in excess of 40 hours per week or 8 hours per day. It is reported and compensated in quarter hour increments. There is a 2-hour minimum for overtime hours when an employee is called back to BSU Portsmouth or a field site for overtime work.

   b. Overtime is a management tool that is to be carefully planned for and effectively used. It is BSU Portsmouth's goal to use all authorized overtime when the results will be to maximize support to its customers.

   c. The BSU receives a specific number of hours of authorized overtime for General Schedule employees. If that amount is exceeded, the unit's AFC 30 operating funds will be charged for the additional overtime. Wage grade accounts include funding for a 5% overtime rate. The BSU must stay within its annual funding for wage grade personnel. Some flexibility may exist to work more than 5% overtime if authorized positions are unfilled or if overtime is worked by personnel below the average wage rate for the BSU.

6. PROCEDURES.

   a. General Schedule Employees:

      (1) Division chiefs may submit an Overtime Authorization request form (CG-4358) to the Comptroller at the beginning of each quarter for scheduled overtime.

(2) Short notice overtime must be approved by the Comptroller on a CG-4358 prior to being used.

(3) Division Chiefs must report the actual overtime used back to the Comptroller.

b. Wage Grade Employees:

(1) Comptroller and Facilities Engineering Division Chiefs may schedule 5% overtime each quarter based on the total number of wage grade hours available to them.

For example, Comptroller Division has 3 wage grade employees.

3 employees * 2080 hrs/yr * ¼ yr * 5% = 78 hrs/qtr authorized.

(2) Division Chiefs should notify the Comptroller at the beginning of each quarter if they plan to use more or less than the authorized 5% overtime. The Facilities Engineer will provide the Comptroller with workload (overtime) projections for the entire FY and with quarterly updates showing remaining year projections. If the aggregate overtime exceeds the projection approved by the Commanding Officer at the beginning of the FY, the Facilities Engineer will document the additional overtime for Comptroller approval.

(3) All other overtime above the 5% level should be documented on a CG-4358 and approved by the Comptroller.

c. Emergency response: The OOD has the authority to recall civilian and military employees to respond to an emergency or a casualty situation. The appropriate Division Chief, Assistant Division Chief, or Executive Officer should be notified before recalling an employee. If they can not be reached in advance, notification should be made as soon afterward as possible.

d. The Comptroller will brief the Commanding Officer quarterly regarding overtime usage (GS/WG) and the status of the Wage Grade Account.

7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this instruction and have been determined to be non applicable.

8. FORMS/REPORTS. The form called for in this Instruction is available in USCG Electronic Forms at http://www.uscg.mil/forms/cg/CG_4358.pdf.

S. J. ANDERSEN

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