

 <p style="text-align: center;"><b>STATE OF ALASKA</b> <b>DEPARTMENT OF TRANSPORTATION</b> <b>AND PUBLIC FACILITIES</b></p> <p style="text-align: center;"><b>Policy and Procedure</b></p>		POLICY AND PROCEDURE NUMBER <b>08.02.037</b>	PAGE 1 of 3
		EFFECTIVE DATE July 11, 2007	
SUBJECT <b>Authorization of Overtime</b>		SUPERSEDES 10-0009	DATED December 26, 1989
CHAPTER <b>Administration</b>	SECTION <b>General Administration</b>	APPROVED BY <b>Signature on File</b>	

## PURPOSE

This formalizes the policy and procedure (P&P) of the department on the authorization of overtime work performed by employees eligible for overtime payment.

## POLICY

Deputy commissioners, regional and division directors, system managers and directors, and regional chiefs of planning and administration may authorize overtime work performed by employees eligible for overtime payment. The identified positions may further delegate this authority in writing to lower level managers. Employees who may authorize such overtime work, whether given this authority directly or indirectly by further delegation, are hereafter referred to in this P&P as supervisors.

Supervisors are solely responsible for assigning overtime work. Employees eligible for overtime payment will not determine when they work overtime.

Supervisors will keep overtime work to a minimum through proper planning and scheduling of work. They will authorize overtime work only when it is essential and in an amount needed to accomplish a task. Overtime actually worked is limited to that which is needed to accomplish the task for which overtime work is authorized, regardless of the number of hours authorized.

## PROCEDURE

### Background

Overtime work is time worked in excess of the normal work hours or work week. For purposes of this P&P, overtime work includes additional straight time (i.e., hours worked in excess of normal hours but below the threshold for payment at an overtime rate).

Some collective bargaining agreements permit compensatory time off to be given in lieu of overtime payment. This P&P applies to all overtime work performed by employees

eligible for overtime payment, regardless of whether payment is in cash or compensatory time.

Every position in the department is designated as either eligible or ineligible for overtime payment under the Fair Labor Standards Act (FLSA). Some positions gain additional eligibility for overtime payment through the terms of collective bargaining agreements. The FLSA requires that an employee who is eligible for overtime payment and who works overtime receives compensation at time and one-half the normal rate of pay for the overtime worked.

Supervisors must be aware of the overtime payment eligibility of the employees they supervise and the overtime provisions of the applicable collective bargaining agreements. Eligibility for overtime payment is normally noted on the fully approved position description.

#### How overtime work is authorized

1. *Employees who may foreseeably need to work extraordinary hours to mitigate risks to the safety and well-being of the traveling public, such as highway maintenance workers, and who do not have an on-site supervisor:*

Supervisors will establish written procedures consistent with this P&P for authorizing overtime work in these circumstances for these employees.

2. *Employees on the vessels of the marine highway system:*

The general manager of the marine highway system will establish written procedures consistent with this P&P for authorizing overtime work for these employees.

3. *All other employees and circumstances:*

Except in an emergency, overtime work must be authorized in advance and in writing. Emergency is defined as requiring immediate action to carry on work required in the public interest. The written authorization must document the employee's name, why overtime work is necessary, the maximum hours of overtime work authorized, and when the hours are to be worked, and it must bear the approval of the employee's supervisor. The period of time during which overtime work is authorized may not exceed one month. An overtime work authorization form may be used but is not required. An electronic mail document is sufficient. A copy of the prior written authorization is given to the employee before overtime is worked.

Records of overtime work authorization

Supervisors will keep copies of written overtime work authorizations for one year.

Coordination with collective bargaining agreements

Nothing in this P&P is intended to conflict with any provision of a collective bargaining agreement. If there is a conflict between this P&P and a collective bargaining agreement, the relevant provisions of the collective bargaining agreement supersede.

**AUTHORITY**

AS 44.17.030

**IMPLEMENTATION RESPONSIBILITY**

Deputy commissioners, regional and division directors, system directors and managers, regional chiefs of planning and administration, supervisors, and all employees generally

**DISTRIBUTION**

All department employees via the DOT&PF website