

# Memorandum

**To:** ALL CONSTRUCTION STAFF

**Date:** September 27, 2000

**File:** Construction Program  
Directive CPD 00-11

**From:** DEPARTMENT OF TRANSPORTATION  
CONSTRUCTION PROGRAM – MS 44

**Subject:** Overtime Policy for Construction Employees

## Policy

In accordance with Deputy Directive 56 "Use of Overtime" Construction employees are authorized to work overtime when approved in advance and warranted by project conditions. Overtime is to be kept to the minimum necessary to meet the project requirements as described in the attached general overtime guidelines.

## Controls

Each district is to establish an adequate monitoring, control, and verification system to ensure that overtime for field construction employees is consistent with DD-56. When adequately budgeted and resourced, normal maximum overtime utilization for each employee should not exceed 60 hours per month, and 450 hours per fiscal year. The preferred method of compensation for overtime worked is cash. The division chief for construction may authorize compensatory time off on an individual basis in accordance with limitation and exception established by the Fair Labor Standards Act, memorandum of understanding, and the Department of Personnel Administration policy.

## Authorization

Except in emergency situations, overtime must be authorized in advance by the first-line supervisor. When overtime is required to respond to an emergency situation and prior approval could not be obtained, post-authorization to work overtime must be approved by the first-line supervisor within 72 hours.

The maximum monthly overtime limit may not be exceeded without prior approval from the division chief for construction. The maximum annual overtime limit may not be exceeded without prior approval from the district director.

## Reporting

All overtime worked will be identified and recorded on daily diaries or attendance reports. Copies of overtime records will be kept by the first-line supervisor for a minimum of three years after the performance of the work.



ROBERT PIEFLOW

Program Manager  
Construction

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Attachment