

~~ADMINISTRATIVE - INTERNAL USE ONLY~~



DIRECTORATE OF ADMINISTRATION OVERTIME TASK FORCE
MINUTES
5 September 1989

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1. The meeting was called to order by the Chairperson, [redacted] at 0800 hours in the Comptroller's Conference Room. In attendance were:

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- Office of Communications
- Office of Financial Management
- Office of Information Technology
- Office of Logistics
- Office of Medical Services
- Office of Personnel
- Office of Security
- Office of Training and Education

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2. [redacted] from the Office of Personnel (OP) addressed the Task Force and provided the members with a discussion of policy issues and initiatives with which OP is involved regarding overtime. [redacted] outlined the basis for overtime entitlements both under Title 5 and the Fair Labor Standards Act and how entitlements differ depending upon whether employees are exempt or non exempt from FLSA. He indicated that OP will be reporting to the DA within the next 2 to 3 weeks on issues arising from the Inspector General (IG) Report on Overtime and at a later date to the Executive Committee. There was considerable discussion about the establishment of a "Single Rate of Pay" for escort work and [redacted] indicated that a new policy might be put into effect after the first of the calendar year. Estimates are that establishment of a single rate of pay would save the Government 6 to 700 thousand dollars per year. [redacted] also indicated that the IG wants language clarified in regards to supervisors having the right to deny overtime and that OP plans to provide clarification on overtime policies by getting this information into Office of Training and Education Management Training Courses.

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3. The listings of areas to be reviewed by the Task Force were discussed as well as the Worksheets to be used for compilation of data. The Task Force will now commence office reviews with the target date of 30 September set for completion. Each Task Force member will concentrate on the defined areas within their individual offices at this point but help will be provided with programs using large amounts of overtime, e.g., Security Escort Program and the SPO Program.

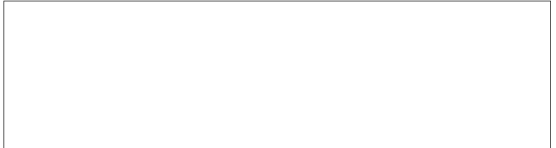
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4. [redacted] indicated that [redacted] will address the next meeting of the Task Force and discuss the Escort and SPO Programs.

5. The Meeting was adjourned at 0940 hours. The next meeting is scheduled for 12 September at 0800 hours in the DA conference Room, 7D 32 OHB.

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DDA/REGISTRY

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FILE: AM-39-AR

SUBJECT: Overtime Task Force

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ORIG:EXA/DDA

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