

Overtime

Section 1: When the Agency decides to assign overtime to employee(s) who possess the requisite skills and abilities for the assignment, in the same organizational unit performing the same type of duties, the assignment(s) will be fair and equitable among qualified employees.

Section 2: Overtime shall not be worked unless authorized by the Agency. The Parties agree that assignment of overtime will neither be distributed nor withheld as a penalty or reward.

Section 3: The Agency will consider its need versus the needs of the employee(s) when requests are made to be excused from overtime and may seek qualified substitutes for the assignment(s).

Section 4: If practicable, the Agency will provide at least forty-eight hours advance notice to employees when a decision is made to assign overtime, or as much notice as the Supervisor is given, minus time to contact the employee.

Section 5: Compensation for overtime work will be made in accordance with applicable laws and regulations. When allowable under controlling laws, regulations, and Agency policies employees may request compensatory time in lieu of overtime pay.

Section 6: Unless Maxiflex or compressed work schedules apply, the basic workday for full-time employees shall be eight (8) hours each day.

Section 7: Travel by bargaining unit employee(s) outside regularly scheduled duty hours is not compensable through overtime or compensatory time unless such travel has been officially ordered and approved and meets one of the criteria cited below:

- A. It involves the performance of work while traveling;
- B. It is incident to travel that involves the performance of work while traveling;
- C. It is carried out under arduous conditions; or
- D. It results from an event which could not be scheduled or controlled administratively.

To the maximum extent practicable, time spent in travel status away from the employee's official duty station will be scheduled by the Agency within the normal working hours.

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Section 8: Irregular or occasional overtime work performed by an employee on a day when work was not scheduled for the employee will be administered in accordance with 5 USC 5542.

Section 9: Employees required to remain in standby status will be paid in accordance with applicable law or regulation.

Joyce Howell, Chief Negotiator
AFGE Council 238

Robert Coomber, Chief Negotiator
Environmental Protection Agency