

FINAL

DoIT OVERTIME POLICY

Purpose: The purpose of this document is to establish a common, uniform overtime policy for all the Department of Information Technology (DoIT) classified employees to enhance DoIT's ability to meet the business needs of our customers by ensuring optimal use of overtime.

Policy: Overtime shall comply with federal and state laws, the terms of the Collective Bargaining Agreement, and the rules of the Division of Personnel.
<http://www.nh.gov/hr/cbaovertime.html>

Overtime with respect to Travel, Commuting, Attendance at Training Programs, Lectures, and Meetings will comply with federal laws which includes time spent attending or participating in a working capacity beyond normal work hours. Time spent at social events or functions is not eligible for overtime. Commuting outside of normal business hours and traveling on a common carrier to and from a training conference, lecture, or meeting beyond normal work hours is not considered overtime.

The primary use of overtime and compensatory time is to enhance the DoIT's ability to meet the business needs of our customers; therefore, overtime and compensatory time will be used to address emergencies with critical business impact and for recurring on-call coverage and response.

All overtime, paid or compensatory time that is a non-emergency must be pre-approved by your supervisor and Division Director, Bureau Director/Manager, or IT Group Manager before being worked.

Pre-approved overtime or compensatory time is not required for on-call services or to address emergencies with critical business impact.

All paid overtime must comply with the appropriate Cost Allocation Method.

The Employee Time Accounting (ETA) application must be completed in accordance with procedures for all overtime or compensatory time worked and submitted to your supervisor.

Accountability: It is the responsibility of each DoIT Division Director, Bureau Director/Manager, or IT Group Manager or their designee to manage work loads in an effort to minimize the need for overtime or compensatory time.

It is the responsibility of each DoIT Division Director, Bureau Director/Manager or IT Group Manager or their designee to communicate this policy to their staff.

It is the responsibility of each DoIT Division Director, Bureau Director/Manager or IT Group Manager DoIT Division and Bureau Chief or their designee (e.g., supervisor) to communicate ETA procedures and Cost Allocation Methods and processes for their areas. In the event a Job Number is required and not available, the supervisor is responsible to obtain a Job Number from the Bureau of Finance and Administration.

The supervisor shall give as much notice as is practicable when overtime will be worked and shall inform the employee whether the overtime is voluntary or required. The supervisor shall give at least four (4) hours notice to the employee(s) whenever possible.

Each employee is responsible for recognizing the work needs and cooperating with those needs.

Each employee is responsible to obtain pre-approval seven days (7) in advance from his/her supervisor and Division Director, Bureau Director/Manager, or IT Group Manager before working the non-emergency overtime. Each employee must use the electronic Overtime form. In the event a Job Number is needed, the employee is responsible to notify his/her supervisor.

Each employee is responsible to complete the ETA application in accordance with procedures for all overtime or compensatory time worked.

Failure to comply with this policy may cause delays in the processing of paychecks and serious billing consequences to the agency receiving DoIT services.

Description:

An electronic form must be completed before being submitted to your supervisor. The form is available on the DoIT Internal Web site.

http://nh.gov/doit/staff/ETA/documents/overtimeform_prd.xls