



UNITED STATES MARINE CORPS
COMMAND ELEMENT
II MARINE EXPEDITIONARY FORCE
PSC BOX 20080
CAMP LEJEUNE, NORTH CAROLINA 28542-0080

IIMEFO 12610.1

G-1

APR 24 2012

II MARINE EXPEDITIONARY FORCE ORDER 12610.1

From: Commanding General

To: Distribution List

Subj: TIMEKEEPING AND OVERTIME ADMINISTRATION FOR CIVILIAN
PERSONNEL

Ref: (a) DoD 7000.14-R, Vol. 8
(b) DoD 1400.25-M, Chap. 600
(c) CFR 5, Chap. 1.B., Part 551, Subparts D & E
(d) Master labor Agreement between United States
Marine Corps and American Federation of Government
Employees of 18 Aug 2010
(e) SECNAVINST M-5210.1
(f) II MEF Policy letter 01-11 of 1 Jun 2011

Encl: (1) Overtime/Compensatory Time Request and Authorization
(NAVCOMPT 2282)
(2) Leave and Overtime Conversion Chart

1. Situation. Policy and procedural guidance is required for the management of civilian personnel timekeeping, per references (a) through (e).

2. Mission. This Order provides policy and procedural guidance for the management of civilian time keeping including overtime and compensatory time tracking for appropriated funded employees (APE) assigned within II Marine Expeditionary Force (II MEF) organizations.

3. Execution

a. Commander's Intent. II MEF organizations will manage civilian personnel time and attendance in accordance with current regulations.

b. Concept of Operations. Commanders will ensure:

(1) Where language and/or instruction within this Order conflicts with reference (d), reference (d) will apply.

(2) Individuals recording and approving time and attendance have been properly trained.

(3) The recording and approval of time and attendance are performed accurately and in a timely manner by the responsible individual.

(4) All required supporting documentation is available for audit purposes as required by reference (a).

(5) Policies and procedures established by subordinate commands governing civilian time and attendance certifications are written within current regulations and this Order.

(6) Individuals recording and approving time and attendance make every effort to correct errors in the pay period to which the changes apply.

(7) All corrections or adjustments of time and attendance are approved by authorized officials and promptly reported to the civilian payroll office.

(8) Overtime and compensatory time is managed as to minimize personnel costs.

(9) The approval of overtime or compensatory time shall be vested in the commander or commanding officer, or as delegated in writing.

4. Administration and Logistics

a. General Provisions For Time and Attendance

(1) Time and Attendance Approval. When approving time and attendance reports, supervisors, other equivalent officials or higher level managers are representing that, to the best of their knowledge, the actual work schedules recorded are true, correct and accurate. Review and approval shall be made by the official, normally the immediate supervisor, most knowledgeable of the time worked and absence of the employee (s) involved.

The approving official may assign responsibilities for observing daily attendance or accurately recording time and attendance data to a timekeeper. Assignment of these duties does not relieve the approving official of the responsibility for timely and accurate reporting of the time and attendance to which he or she approves, including that leave which is approved and administered in accordance with applicable policies, regulations, instructions and bargaining agreements. The supervisor shall inform the timekeeper when an employee is on any type of leave, or has worked any type of premium work.

(2) Time Certification. The certification of time and attendance is an authorization for the expenditure of government funds. Each employee's time and attendance report shall be certified correct by the employee's supervisor, acting supervisor, or other designated representative authorized to act as an alternate certifier at the end of the pay period. The Standard Labor Data Collection and Distribution Application (SLDCADA) system is used to electronically certify the employee's time and attendance.

b. Absence from Duty. Employees must be approved by the appropriate supervisory authority. Leave is a benefit which civilian employees of the Marine Corps accrue for purposes of vacations, periods of illness or medical treatment, or other personal reasons. Although the use of annual leave is a right of the employee, it is subject to supervisory approval. However, if the use of leave is mandatory, such as leave for military or jury duty, leave will not need to be approved in cases where the employee's absence would adversely impact mission accomplishment. Any unauthorized absence will be recorded as absence without leave (AWOL). Employees may initial or sign for indicated absences or submit an approved application for leave.

c. Hours of Duty

(1) The standard tour of duty for civilian employees assigned to the Command Element (CE), II MEF is 0800 to 1630, which includes 30 minutes for lunch. Principal and/or Special Staff Division Heads may authorize alternate tours of duty; e.g., 0730 to 1600 or 0700 to 1530. This authority may be delegated to subordinate supervisors. Commanders of subordinate activities may establish standard tours of duty for civilian employees of their commands, and re-delegate their authority to subordinate supervisors.

APR 24 2012

(2) The standard administrative workweek for the CE, II MEF is Monday through Friday. Commanders of subordinate activities may authorize alternate standard work weeks in accordance with current regulations, as mission requirements dictate.

d. Excused Absence. Excused absence is an absence from duty with pay and without charge to leave upon approval by the proper authority. Excused absence is considered under the definition for areas such as Blood or Organ Donor, funeral attendance for relatives of the armed forces and veterans etc.. (refer to 5 USC 6321, 6324 - 6327). The employee's timesheet may be annotated as "LV" vice "LA" for the approved period. Excused absence will not be approved in any case in which the absence would result in lack of adequate office coverage or would have an adverse impact on mission accomplishment.

e. Excused Tardiness. Excused tardiness is for increments of less than one hour and are initialed by the supervisor with full pay under "RG" or the appropriate work code. Excused tardiness is commonly referred to as the "59 minute rule."

f. General Provisions for Overtime

(1) Overtime shall be limited to cases of necessity and only for the purpose authorized by the references, such as:

(a) Urgent fleet readiness

(b) Emergencies

(c) Safeguarding life and property

(d) Individual incidences where savings can be clearly demonstrated

(2) Callback Overtime. A minimum of two hours of overtime will be paid if an employee is required to return to the place of employment for unscheduled overtime work or to work unscheduled overtime on a nonscheduled workday. If the callback occurs on a holiday during the employee's regular schedule, a minimum of two hours holiday premium pay will be paid. When a Fair Labor Standards Act (FLSA) nonexempt employee performs unscheduled overtime work on a day when work was not scheduled for the employee, or for which the employee is required to

return to the place of employment, the employee is paid for two hours of work or the actual number of hours worked, whichever is greater. In all cases, the actual time worked will be recorded.

(3) Overtime Provisions of FLSA. The law provides that:

(a) Certain hours of work in excess of eight hours in a day shall be deemed to be overtime hours.

(b) Hours in a paid non-work status shall be hours of work (i.e. annual, sick, court, military, funeral leave, excused absence, pay for holiday when no work is performed, compensatory time off, continuation pay and credit hours under flexible work schedules when taken).

(c) Commanders may grant compensatory time off from an employee's scheduled tour of duty instead of payment under FLSA overtime pay computations as outlined below.

1 Nonexempt Employees. Upon request of a nonexempt employee, a command may grant compensatory time off from a scheduled tour of duty instead of payment under FLSA for an equal amount of time spent in irregular or occasional overtime work (i.e., overtime work not scheduled in advance of the employee's workweek). In addition, a command may establish a work period where employees must use earned compensatory time. However, if an employee fails to use compensatory time before the expiration of the established work period, the command must pay the employee for the overtime work at the FLSA overtime rate. Compensatory time shall be used prior to using annual leave. A nonexempt employee may NOT be required to take compensatory time off instead of receiving payment for overtime work. Compensatory time off may be granted only upon request of a nonexempt employee.

2 Exempt Employees. FLSA exempt employees earn compensatory time off in lieu of overtime pay under section 550.113 of reference (c), and are subject to the Office of Personnel Management's compensatory time off regulations. An employee's unused compensatory time off is subject to the regulations under which it was earned, regardless of the employee's current FLSA exemption status. Commands and CE department managers shall monitor compensatory time earned in conjunction with annual leave earned to ensure employees are granted every opportunity to expend both compensatory time and

annual leave earned to avoid loss of leave hours at the end of each scheduled annual period. Compensatory time shall be used prior to using annual leave. No exempt employee will be permitted to accumulate more than 80 hours of compensatory time without written approval of MSC Commander.

(4) General Provisions for Compensatory Time

(a) Compensatory time is time off with pay "credited" to civilian employees in lieu of overtime pay for irregular or occasional overtime work.

(b) Employees must be paid for compensatory time off not used by the end of the 26th pay period after the pay period during which it was earned at the applicable overtime rate in effect when compensatory time was earned.

(5) Travel Compensation Time. The travel must be officially authorized for work purpose and approved by an authorized official. Qualifying travel compensatory time is earned in increments of 15 minutes. There is no limitation on how much travel compensatory time an employee may earn, excluding limitations set for in compensatory maximums. Travel compensatory expires after the 26th pay period during the pay period in which it was earned.

(a) Creditable Travel Compensation Time

1 Hours during travel not otherwise compensable (e.g. regular work schedule, regular compensatory time, and overtime etc...). The time includes travel spent between the official duty station and a temporary duty station, and the travel time spent between two temporary duty stations.

2 Usual waiting times is the time required by air carriers or transportation terminals for travelers to arrive at the airport/terminal prior to departure, and the time spent waiting for a connecting flight, train or bus to include weather delays and technical problems. Creditable travel compensatory time for usual waiting time will be up to two hours for domestic travel and up to four hours for international travel (i.e. if time spent waiting for a connecting plane is more than two hours, only two hours will be earned for travel compensatory time).

APR 24 2012

(b) Non-creditable Travel Compensation Time

1 Time spent traveling during basic holiday hours, since these hours are already compensable. Supervisors and/or managers will make every effort to ensure that civilian employees do not travel during scheduled holidays. If a civilian employee is required to travel during a scheduled holiday, the supervisor/manager will ensure that the employee does not perform any work on that day.

2 Time spent traveling in conjunction with an employee's permanent change of duty station.

(6) Overtime and Compensatory Time Authorization

(a) Authorization of overtime or compensatory time shall be in writing in advance of the performance of the work, except when the exigency of the situation prevents prior approval, in which instance written approval will be accomplished not later than the first normal working day after the work. Compensatory time earned may be granted for irregular or occasional overtime work only. Compensatory time is not authorized for regularly scheduled overtime work. Enclosures (1) and (2) shall be used to process and approve overtime and compensatory time earned (not associated with travel).

(b) Deployed Civilians. Reference (f) provides amplifying policy and procedures governing overtime authorization for deployed civilian personnel. In general, a normal work week for deployed civilian personnel in direct support of combat operations is not expected to exceed 8 hours a day 7 days a week or an average of 16 scheduled overtime hours per week. This is not a blanket authorization to automatically award 16 scheduled overtime hours to deployed civilian personnel.

(c) II MEF CE

1 Compensatory Time. Authority to approve compensatory time for personnel within the CE is delegated to each principal and special staff head, and is limited to personnel within their respective departments. This approval may be re-delegated by letter to the next position below his or her chain of command. If an employee is unable to use compensatory time off, his/her supervisor will brief the II MEF Chief of Staff (COS) on the circumstances.

APR 24 2012

2 Overtime. The COS, II MEF is the approval authority for all overtime requests for civilian personnel assigned to the CE.

(d) Major Subordinate Command/Major Support Element (MSC/MSE). Authority to approve overtime and compensatory time rest with MSC/MSE Commanders, and are limited to the conditions contained this Order and reference (f). This authority may be delegated in writing down to managers and/or supervisors.

g. Definitions

(1) Administrative Work Week. The administrative work week is a period of seven consecutive days, typically the calendar week of Sunday through Saturday.

(2) Basic Work Week. The basic work week is within the administrative work week and is fixed at 40 hours.

(3) Pay Periods and Paydays. A pay period at this command is a two-week period beginning every other Sunday and ending the second following Saturday.

(4) Overtime. Overtime is actual work performed in excess of the regularly scheduled daily shift or 40 hour work week.

(5) Scheduled Overtime. Scheduled overtime is overtime duty authorized in advance and scheduled to recur on successive days or after specified intervals. Scheduled overtime has an ending date.

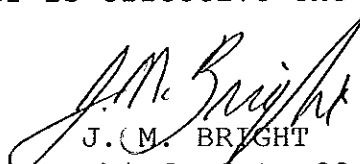
(6) Emergency Overtime. Emergency overtime is work required to meet un-programmed or emergency situations. Overtime is credited on the basis of time actually worked except in the case of "call back overtime." When this occurs, the employee will be credited a minimum of two hours overtime for each such "call back" even though no work or less than two hours is actually performed.

IIMEFO 12610.1
APR 24 2012

5. Command and Signal

a. Command. This Order is applicable to all II MEF organizations.

b. Signal. This Order is effective the date signed.


J. M. BRIGHT
Chief of Staff

DISTRIBUTION: A, B

II MEFO 12610.1
APR 24 2012

**OVERTIME/COMPENSATORY TIME
REQUEST AND AUTHORIZATION (7410)**

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NAVCOMPT FORM 2282 (2-83) (Formerly NAVEXOS 4377) S/N 0104-LF-702-2820



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Encl (1)

APR 24 2012

LEAVE AND OVERTIME

CONVERSION CHART

MINUTES	TIME CHARGED		MINUTES	TIME CHARGED	
	LEAVE	OVERTIME		LEAVE	OVERTIME
1	0.1	0.0	31	0.6	0.5
2	0.1	0.0	32	0.6	0.5
3	0.1	0.1	33	0.6	0.6
4	0.1	0.1	34	0.6	0.6
5	0.1	0.1	35	0.6	0.6
6	0.1	0.1	36	0.6	0.6
7	0.2	0.1	37	0.7	0.6
8	0.2	0.1	38	0.7	0.6
9	0.2	0.2	39	0.7	0.7
10	0.2	0.2	40	0.7	0.7
11	0.2	0.2	41	0.7	0.7
12	0.2	0.2	42	0.7	0.7
13	0.3	0.2	43	0.8	0.7
14	0.3	0.2	44	0.8	0.7
15	0.3	0.3	45	0.8	0.8
16	0.3	0.3	46	0.8	0.8
17	0.3	0.3	47	0.8	0.8
18	0.3	0.3	48	0.8	0.8
19	0.4	0.3	49	0.9	0.8
20	0.4	0.3	50	0.9	0.8
21	0.4	0.4	51	0.9	0.9
22	0.4	0.4	52	0.9	0.9
23	0.4	0.4	53	0.9	0.9
24	0.4	0.4	54	0.9	0.9
25	0.5	0.4	55	1.0	0.9
26	0.5	0.4	56	1.0	0.9
27	0.5	0.5	57	1.0	1.0
28	0.5	0.5	58	1.0	1.0
29	0.5	0.5	59	1.0	1.0
30	0.5	0.5	60	1.0	1.0

NOTE: In accordance with current regulations, overtime is rounded to the nearest tenth of an hour. Those odd minutes less than 50% of 6 minutes will be dropped and those odd minutes 50% or greater will be rounded up to the next higher increment.

EFFECTIVE 27 SEPTEMBER 1998

Encl (2)