

Timekeeping - Overtime

Time Worked Outside the Regularly Scheduled Tour of Duty

CFR – Code of Federal Regulations

CT – Compensatory Time – time off from an employee's tour of duty in lieu of payment (5 CFG 550.114)

CTT – Compensatory Time Off for Travel – time off allowed for time spent traveling while in a travel status not otherwise compensable (GM 360, Part 427.22)

FLSA – Fair Labor Standards Act

OT – Overtime –work in excess of 8 hours in a day or in excess of 40 hours in a work week (5 CFG 550.111)

Basic workweek – Monday through Friday

Duty station – the county to which an employee is assigned (GM-360, Part KS 427.4.P)

Suffered or permitted work – any work performed by an employee for the benefit of the agency, whether requested or not, provided the supervisor knows or has reason to believe that the work is being performed AND has an opportunity to prevent the work from being performed (5 CFG 551.104)

Tour of duty – the hours of a day and the days of the week that constitute an employee's regularly scheduled administrative workweek (5 CFG 550.103, 610.102) A flexible or compressed work schedule is a scheduled tour of duty and all work performed by an employee within the basic work requirement is considered regularly scheduled work for premium pay and hours of duty purposes (5 CFG 610.111)

Training - a planned program, course, or curriculum which will improve individual and organizational performance and assist in achieving the agency's mission and performance goals (5 USC 4101)

Travel as hours of work – Non-exempt – 1) time driving a vehicle; 2) time as a passenger on a 1-day assignment outside the duty station; **OR** 3) traveling as a passenger, overnight, outside the duty station on a non-duty day during hours which correspond to the regular tour of duty (5 CFG 551.422)

Travel as hours of work – Exempt - 1) performs work while traveling; 2) incident to travel; 3) travel under arduous conditions; **OR** 4) administratively uncontrollable (GM 360, Part 427.21.A)

Travel status – the time, more than 12 hours, spent traveling outside the duty station; includes travel between the official duty station and a temporary duty station, **OR** between two temporary duty stations AND the usual waiting time that precedes or interrupts such travel (FTR 301-11.1, GM 250)

Timekeeping - Overtime

Time Worked Outside the Regularly Scheduled Tour of Duty

Col Line	A If	B And	C And	D And	E Then	F Rule
1	FLSA Non-exempt	Flexible tour of duty	Employee elects to work more than 8 hours in one duty day	The election to work is strictly voluntary	Credit Leave (max of 2 hours)	GM 360, Part 427.12
2		Flexible OR Compressed OR Traditional fixed tour of duty	Supervisor directs work in excess of scheduled tour of duty		OT	5 CFR 551.401
3			Suffered/permitted to work more than the tour of duty		OT	5 CFR 551.401
4			Is in a pay status during the basic workweek	Works outside the tour of duty	OT	5 CFR 551.401(b)
5			Is in a LWOP/AWOL status during any of the basic workweek	Is in a pay status more than 40 hours during the basic workweek	OT	5 CFR 551.401(c)
6	FLSA Non-exempt	Travels outside the tour of duty within the official duty station	Meets "travel as hours of work" definition	Travels at time directed by the government	OT	GM 360, Part 427.21 5 CFR 551.422(a)(2)
7			Meets "travel as hours of work" and the employee is on a flexible schedule	Elects to travel at this time for personal convenience	Credit Leave (max of 2 hours)	GM 360, Part 427.21
8			Meets "travel as hours of work" definition and is on compressed or fixed schedule	Elects to travel at this time for personal convenience	No entitlement	GM 360, Part 427.21(c)
9		Travels outside the duty station	Meets "travel as hours of work" definition	Elects to travel at this time for personal convenience	CTT	GM 360, Part 427.22
10		Travels outside the tour of duty and outside the duty station	Meets "travel as hours of work" definition	Travels at time directed by the government	OT	GM 360, Part 427.21(b)
11			Meets "travel as hours of work" definition	Elects to travel at this time for personal convenience	OT for actual OR estimated travel time, whichever is less	5 CFG 551.422(c)(1) 551.422(c)(2)
12	Doesn't qualify for "travel as hours of work"		Not required, but authorized by supervisor	CTT	GM 360, Part 427.22	

Timekeeping - Overtime

Time Worked Outside the Regularly Scheduled Tour of Duty

Col Line	A If	B And	C And	D And	E Then	F Rule
13	FLSA Non-exempt	Training – outside tour of duty	Directed to participate (failure to attend and successfully complete may result in removal from the position)	Purpose is to improve performance in the current position	OT	5 CFG 551.423(a) & (b)
14			Developmental for career advancement, or to maintain expertise (not mandatory)		No entitlement	5 CFG 551.423(a) & (b)
15	FLSA Non-exempt	Lectures, meetings, and conferences – outside tour of duty	Directed to attend OR performs work for the benefit of the agency		OT	GM 360
16			Developmental for career advancement, or maintain expertise (not mandatory)		No entitlement	5 CFG 551.423(a) & (b)

Timekeeping - Overtime

Time Worked Outside the Regularly Scheduled Tour of Duty

Col Line	A If	B And	C And	D And	E Then	F Rule
17	Exempt	Flexible tour of duty	Employee elects to work more than 8 hours in one duty day	The election to work is strictly voluntary	Credit Leave (max of 2 hours)	GM 360, Part 427.11
18		Flexible OR Compressed OR Fixed tour of duty	Supervisor directs work in excess of 40 hours in the basic workweek		OT/CT	5 CFG 550.111
19			In a paid leave status during the basic workweek	Works outside the tour of duty	OT/CT	5 CFG 550.112(c)
20			In a without pay status during the basic workweek	Works more than 40 hours	OT/CT	5 CFG 550.112(d)
21	Exempt	Travels outside the tour of duty within the official duty station	Performs work—not driving	Directed	OT/CT	5 CFG 550.112(g)
22			Driving (does not meet hours of work definition)		No entitlement	
23		Travels outside the duty station	Meets "travel as hours of work" definition	Directed	OT/CT	5 CFG 550.112(g)
24			Meets "travel as hours of work" definition	Elects to travel at this time for personal convenience	CTT	GM 360 Part 427.22
25			Doesn't qualify for "travel as hours of work"	Authorized by supervisor	CTT when in a travel status	GM 360 Part 427.22
26			Doesn't qualify for "travel as hours of work"	Not authorized by supervisor	No entitlement	
27	Exempt	Training – outside tour of duty	Directed to participate (failure to attend and successfully complete may result in removal from the position)	Purpose is to improve performance in the current position	No entitlement	5 CFG 410.402(a)
28			Developmental for career advancement, or maintain expertise		No entitlement	
29		Lectures, meetings, and conferences	Directed		OT/CT	GM 360