



# DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS

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## Program Statement

OPI: SEC  
Number: 2211.1D  
Date: December 22, 2011  
Supersedes: D.O. 22.11.1C (6/18/89)  
Subject: Overtime Management

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1. **PURPOSE AND SCOPE.** To establish guidelines for the use of overtime.
2. **POLICY.** It is the policy of the D.C. Department of Corrections (DOC) to minimize the use of overtime to the extent practicable, consistent with the security and operations needs of the institutions and other units in the department. Departments must operate within their authorized staffing complements and absorb the impact of vacancies without the use of overtime except to staff essential security posts and respond to emergency situations.
3. **PROGRAM OBJECTIVES.** The expected results of this program are:
  - a. Ensure overtime is managed and only authorized when staffing complements impacts and absorbs vacancies essential to security posts and emergency situation.
4. **NOTICE OF NON-DISCRIMINATION**
  - a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code §2.1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.
5. **DIRECTIVES RESECINDED**
  - 1) D.O. 2211.1C Overtime Management (6/18/89)
6. **DIRECTIVES AFFECTED**

- 1) D.O. 2211.3            Ordering Overtime and Discipline of Employees for Refusal to Work Overtime
- 2) D.O. 3040.3           Employees Hours of Duty and Work Schedule
- 3) D.O. 3490.6           Absences During Hazardous Weather and Emergency

7. **AUTHORITY**

- a. D.C. Code §04-211.02, Powers, Promulgation of Rules Conditions Compensation policy; compensatory time off; overtime pay.
- b. D.C. Code §1-611.03, Compensation, Fair Labor Standard Act of 1938
- c. 29 U.S.C. § 201 et seq., Fair Labor Standards.
- d. District Personnel Manual (DPM), Chapter 11 B, Compensation

8. **STANDARDS REFERENCED**

- a. American Correctional Association 4<sup>th</sup> Edition Standards for Adult Local Detention Facilities: 4-ALDF-7D-13 and 4-ALDF-7E-03.

9. **DEFINITIONS.** For the purpose of this Program Statement, the following definitions apply:

- a. **Overtime.** Time worked in excess of eight (8) hours in a day or forty (40) hours in a week for which and employee is compensated.
- b. **Emergency.** An unforeseen circumstance or condition which would endanger life or property, the security of an institution, or the safety of the community. Typical examples are:
  - 1) escapes;
  - 2) riots;
  - 3) disturbances;
  - 4) breakdown of equipment or utilities considered essential to the security or operations of the facility or

- 5) absence of sufficient personnel to staff absolutely essential security posts and operations.
- c. **Compensatory Time.** Approved absence from official duty in lieu of payment for authorized overtime.
- d. **Essential Security Post.** A duty assignment in a correctional institution which is directly related to maintaining the safety of persons or property and is not designated as a shutdown post.

## 10. PROCEDURES

- a. **Emergency Overtime.** Overtime for emergency circumstances or conditions as defined in ¶ 9, section (b) of this directive may be approved for department personnel by the Warden or designee, Office Chiefs and Administrators without prior authorization. However, a written report of the use of overtime must be submitted to the Deputy Director within twenty-four (24) hours after the occurrence of such an emergency. The report must specify the time, date and nature of the emergency, the number of employees involved, and the total number of hours of overtime utilized.
- b. **Other Overtime.** The use of overtime for other than emergency circumstances or conditions requires prior written authorization by the Deputy Director. Requests for other than emergency overtime must be submitted to the Deputy Director in writing indicating the time, date and nature of work to be performed, number of employees to be utilized, and the total number of overtime hours requested. Overtime requests must be submitted at least forty-eight (48) hours in advance.
- c. **Compensatory Time.** Compensatory time may be granted in accordance with applicable District Personnel Manual and Fair Labor Standards Act provisions.
- d. **Time and Attendance Reports.** All Time and Attendance reports that reflect overtime usage and are submitted to the Financial Documents Control and Review Branch (Payroll Office) must be approved by Business Form 1.205 (Attachment 1) and authenticated by the official authorizing overtime.
- e. **Position Control Reports.** Position control reports will be prepared at the close of each pay period and shall reflect by program:
  - 1) the personnel on board;
  - 2) the personnel on board but not available for duty at their assigned programs;
  - 3) and any vacancies.

These reports will be submitted to the Deputy Director, who will then forward them to the Budget Office.

- f. **Monitoring Overtime.** The Deputy Director will forward overtime reports which reflect the aggregate overtime accumulated for each program within the department each pay period to the Budget Office. The Budget Officer will compare these documents with the Payroll Overtime Report that is received each pay period. Where the Payroll Overtime Reports are not substantiated by reports and approved requests, the Deputy Director shall be notified.
- g. **Blanket Authorization.** Under no conditions will a blanket authorization or approval for continuous, regularly recurring overtime be issued by an official of this Department.

A handwritten signature in black ink, appearing to read 'Thomas Faust', with a stylized, cursive script.

Thomas Faust  
Director

Attachment

Attachment 1– Form No. 1.205