



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEAVENWORTH
290 GRANT AVENUE UNIT 1
FORT LEAVENWORTH, KANSAS 66027-1292

IMLV-ZA

22 July 2015

MEMORANDUM FOR GARRISON ACTIVITIES

SUBJECT: Garrison Command Policy Letter #9, Garrison Overtime/Compensatory Time Policy

1. PURPOSE. To reduce the use of overtime and compensatory time to the lowest level possible in order to save resources.

2. GENERAL. The following policy and procedures apply to all Garrison activities.

3. POLICY/PROCEDURES.

a. Emergency Overtime. For emergencies such as broken pipes, boilers out, locksmith, snow removal, emergency weather, fill in for shift workers, security issues, and casualty assistance, work the overtime and report and justify it after the fact to the Deputy to the Garrison Commander.

b. Routine Overtime. For routine work, overtime and compensatory time must be approved in advance by the Deputy to the Garrison Commander (via email).

c. If a customer is still being served at closing time, work the overtime or compensatory time to finish with the customer in not more than 30 minutes. To preclude this, plan to take the last customer appointment 30 minutes earlier than now scheduled.

d. Activities will actively seek work alternative savings:

(1) Where possible, use compensatory time for Exempt Employees and offer to, but do not force upon, Non-Exempt Employees, unless they voluntarily accept compensatory time in lieu of paid overtime.

(2) Compensatory time must be used before it accrues to an automatic pay out.

(3) Examine your processes and determine if there is less important work that can be deferred to allow for more important customer contact/service.

(4) When scheduled routine work that has in the past been scheduled for weekend overtime due to reduced population in buildings, consider scheduling that work on a Military Training Holiday.

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(5) When travel is approved, attempt to schedule the travel during duty hours to preclude the accrual of travel compensatory time. Weigh the cost against the additional cost that may be incurred with additional per diem and lodging costs.

4. This policy is effective immediately. POC is Mr. Jack Walker, Deputy to the Garrison Commander, 684-3732.

//Original Signed//
THOMAS A. SHOFFNER
COL, AR
Garrison Commander