

Special Edition of the Personnel Employee Bulletin

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OVERTIME PAY FOR GENERAL SCHEDULE EMPLOYEES

The following overtime pay provisions apply to General Schedule (GS) employees who work full-time, part-time, or intermittent tours of duty and are exempt from the provisions of the Fair Labor Standards Act (FLSA).

Generally, overtime pay applies to hours of work an employee performs in excess of 8 hours a day, or 40 hours in an administrative workweek, which are officially ordered or approved in writing by an authorized management official.

To determine if you are exempt from the FLSA, reference Block 10 on your civilian Leave and Earnings Statement (LES); an "E" indicates exempt and an "N" indicates non-exempt.

For overtime pay purposes, *rate of basic pay* means the rate of pay fixed by law or administrative action for the position held by an employee, including any applicable locality payment or special rate supplement.

The overtime hourly rate for an employee with a rate of basic pay equal to or less than the rate of basic pay for GS-10, step 1, is the employee's hourly rate of basic pay multiplied by 1.5.

The overtime hourly rate for an employee with a rate of basic pay greater than the rate of basic pay for GS-10, step 1, is the **greater** of — (1) the hourly rate of basic pay for GS-10, step 1, multiplied by 1.5; or (2) the employee's hourly rate of basic pay.

To confirm your actual overtime rate of pay, refer to Block 6 of your LES.

DLA employees transitioning from NSPS to GS effective March 28, 2010, may reference the *Overtime and Other Types of Additional Pay Fact Sheet* on the DLA Human Resources website at the following link for more information:

<http://www.hr.dla.mil/downloads/NSPStoGS/OvertimeOther.pdf>.

DLA employees transitioning from NSPS to GS are encouraged to check their LES for pay period ending April 10, 2010, for any applicable changes to their overtime hourly rate.

For additional information, please contact your servicing DLA Human Resources Center, <http://www.hr.dla.mil/cntctus.htm>. The Personnel Employee Bulletin is normally published the first Wednesday of each month.