Overtime

Overtime is defined as authorized time in excess of the regularly scheduled work week.[1]

The use of overtime must be administered with common sense, good judgment and limited to the performance of essential work which, in the interest of prudent project administration, cannot be deferred. Routine, benchmark, and intermittent inspection can be deferred and overtime should not be worked.

The use of overtime by Structure Construction (SC) employees is authorized for:

- Work requiring full-time inspection that cannot be deferred and must be inspected during the work shift (e.g., work performed adjacent to public traffic, pile driving, and concrete placement).
- Work required to ensure the safety of the traveling public.
- Fair Labor Standards Act (FLSA) travel.
- Field office work required to ensure timely response to the Contractor's submittal to ensure no delays to the controlling item of work.
- Work necessary to ensure quality and safety compliance during an emergency response.

Authorization must be obtained, *in writing*, prior to working overtime, except in an emergency. In the event of an emergency, written authorization must be obtained within 72 hours of the beginning of the emergency.

The use of overtime must be documented. Documentation is specific evidence demonstrating the following[1]:

- Preauthorization of overtime.
- Overtime hours worked.
- Reason for overtime.
- Product produced as a result of overtime.

Procedure

The documentation for overtime is a two-step process. The first step is pre-authorization, and the second step is recording the actual hours worked. Pre-authorization can be for a day, or it can be for a certain number of hours over a period of time (up to a month). See Attachment No. 1-3 for further details.

[1] Caltrans Deputy Directive DD-56, *Use of Overtime.*

The Structure Representative determines the amount of overtime needed for each employee assigned to their projects in consultation with the first-line supervisor. The Structure Representative completes the overtime preauthorization request, titled *Structure Construction Preauthorization Overtime Log by Employee* (Form SC-0104A) (Attachment No. 1) or the *Structure Construction Preauthorization Overtime by Unit* (Form SC-0104B) (Attachment No. 2). This will then be signed by the first-line supervisor. See Attachment No. 3 for detailed instructions on how to complete these forms.

The first-line supervisor obtains additional prior written authorization from the second-line supervisor for employees who exceed:

- 12 hours regular and overtime worked in one day.
- 30 hours overtime worked in one week.
- 50 hours overtime worked in one month.
- 6 work days per week.

The second-line supervisor allocates overtime to each first-line supervisor to use and monitor overtime usage.

The second-line supervisor obtains additional prior written authorization from the Chief of the Division of Engineering Services for employees who exceed:

- 450 hours overtime worked within the fiscal year (i.e., July 1 through June 30).

Employees may be reimbursed for overtime at 1-1/2 times the hourly rate in Compensating-Time-Off (CTO) if approved by both the first-line supervisor and the second-line supervisor.[2]

Responsibilities

Structure Representatives:

1. Determine the amount of overtime needed for each employee assigned to their projects in consultation with the first-line supervisor. Overtime preauthorization documentation must include:
    - The date overtime was requested.
    - Date or period of anticipated overtime work.
    - Number of overtime hours needed.
    - Reason for overtime.
2. Complete the SC overtime preauthorization request, *Form SC-0104A* or *Form SC-0104B*. Refer to Attachment No. 1 or Attachment No. 2, respectively, for an example. The Structure Representative may delegate this to the Assistant Structure Representative; however, the Structure Representative must review to ensure accuracy.
3. Send the overtime preauthorization request, *Form SC-0104A* or *Form SC-0104B*, to the first-line supervisor for authorization of overtime.
4. Ensure the Assistant Structure Representatives do not to exceed the amount of overtime each Assistant Structure Representative is authorized to work. If additional overtime is needed, the

[2] Personnel Information Bulletin 13-18, *Compensating Time Off (CTO) Cash-Out/Carryover/Use.*

Structure Representatives must confer with the first-line supervisor so additional overtime can be obtained, or the work covered by other means, to minimize the need for overtime.

5. When the Structure Representative works overtime, *Form SC-0104A*, or *Form SC-0104B* must be completed and authorized by the first-line supervisor.
7. Ensure overtime used does not exceed the amount of authorized overtime hours. Structure Representatives who foresee the need for additional overtime above that authorized must notify their first-line supervisor so additional overtime authorization can be obtained or the work covered by other means to minimize the need for overtime.
8. Once overtime has been worked, the Structure Representative must ensure the "Actual OT Worked" portion of the Preauthorization form is completed.

Assistant Structure Representatives:
Must be aware of and not exceed the amount of overtime they are authorized to work. Assistant Structure Representatives who foresee the need for additional overtime above that authorized must notify their Structure Representative so additional overtime authorization can be obtained, or the work covered by other means, to minimize the need for overtime.

First-Line Supervisors (Bridge Construction Engineers):

1. Ensure compliance with overtime rules and procedures.
2. Confer with their Structure Representatives on the need for overtime, receive and review completed *Form SC-0104A* or *Form SC-0104B* from Structure Representatives, and authorize the use of overtime.
    a. Logs preauthorization of overtime to the Structure Representative by signing *Form SC-0104A* or *Form SC-0104B*.
3. Verify that the entries on *Form SC-0104A* or *Form SC-0104B* are in agreement with the employee's timesheet prior to approval.
4. Forward *Form SC-0104A* or *Form SC-0104B* to the second-line supervisor for retention.
5. Monitor overtime allocation and employee overtime usage.

Second-Line Supervisors (Area Construction Managers):

1. Ensure compliance with overtime rules and procedures, and monitor overtime usage.
2. Allocate the amount of overtime available to each first-line supervisor.
3. Retain overtime preauthorization documentation, *Form SC-0104A* or *Form SC-0104B*, for five years.
4. Ensure their office does not exceed their overtime allocation.

<u>Forms:</u>
Either of the two forms can be used to document preauthorization of overtime:

- *Structure Construction Preauthorization Overtime Log by Employee* (Form SC-0104A).
- *Structure Construction Preauthorization Overtime Log by Unit* (Form SC-0104B).

Both forms are located in Section 16, *Bridge Construction Forms*, of the *Bridge Construction Records & Procedures Manual, Volume 1,* and on the Structure Construction Intranet[3]. Refer to Attachment No. 3 for instructions on how to complete *Form SC-0104A* and *Form SC-0104B*.

[3] http://des.onramp.dot.ca.gov/structure-construction/forms

Form SC-0104A documents overtime used and tracks the cumulative overtime for the month and the fiscal year for one employee allowing the supervisor to monitor when the employee nears:

- The 50-hour monthly threshold which, if exceeded, requires additional authorization from the second-line supervisor.
- The 450-hour yearly threshold which, if exceeded, requires additional authorization from the Division of Engineering Services, Deputy Division Chief.

Form SC-0104B tracks the overtime for more than one employee, or all employees, in a supervisor's unit. This form does not track the cumulative overtime hours for the month or fiscal year. The supervisor may also create their own system for tracking monthly and yearly overtime hours.

Additional Information:

Information regarding overtime and leave for various bargaining units can be found in each Bargaining Unit's Memorandum of Understanding (MOU) located on the California Department of Human Resource's website[4].

Requirements for reporting time worked and leave taken can be found in Deputy Directive 108[5]. All other questions regarding overtime, time reporting or payroll should be referred to the first-line supervisor or to the appropriate timekeeper.

General References:

1. California Department of Human Resources CCR Sections 599.702 and 599.707[6].
2. State Administrative Manual (SAM) 8540[7].
3. California Government Code Section 19853[8].
4. Deputy Directive DD-56-R3[9].
5. Bargaining Unit 9 Memorandum of Understanding[10].

[4] http://www.calhr.ca.gov/state-hr-professionals/Pages/bargaining-contracts.aspx
[5] http://admin.dot.ca.gov/bfams/admin_svcs/sw_policy/dd/dd_108.pdf
[6] http://ccr.oal.ca.gov/linkedslice/default.asp?SP=CCR-1000&Action=Welcome
[7] http://sam.dgs.ca.gov/home.aspx
[8] http://www.leginfo.ca.gov/.html/gov_table_of_contents.html
[9] http://admin.dot.ca.gov/bfams/admin_svcs/sw_policy/dd/dd_by_number.html
[10] http://www.calhr.ca.gov/state-hr-professionals/Pages/bargaining-contracts.aspx

ATTACHMENT No. 1
SAMPLE–STRUCTURE CONSTRUCTION PREAUTHORIZATION OVERTIME LOG
by EMPLOYEE (Form SC-0104A)

DEPARTMENT OF TRANSPORTATION
STRUCTURE CONSTRUCTION
SC-0104A (Formerly DH-OS C21)
(Rev. 11/08/13)

STRUCTURE CONSTRUCTION PREAUTHORIZATION OVERTIME LOG
BY EMPLOYEE

1. Employee Name (Print or Type): Beau Bridge	2. Employee ID: s123456	3. Perm Dist-Unit: 59-540-XXX	4. Structure Representative Name: Joe Bossman	5. FY Balance from Previous Month: 25
6. Month-Year: Jul-13	7. First Line Supervisor Name: Biggs Bossa			

8. Date of Request	9. # OT Hours Requested***	10. Time period for OT Hours Requested*** / Date OT worked	11. Project Identifier	12. Reason for Overtime/Product Produced	13. **Reason for approval enter A, B, C, D, E	14. Date approved	15. First Line Supervisor's Signature	16. Time OT Starts*	17. Time OT Ends*	18. This Shift	19. This Month	20. This Fiscal Year
					OT Must be Documented in Daily Report[1]			Actual OT Worked		Total Hours OT for:		
7/7/13	15	Week of 7/7/13	03-105104	Pile Driving week of July 7, 2013	A	7/7/2013					0.0	25.0
		7/8/13	03-105104	Pile Driving 16-0016 Bt 2L, 1-5		7/7/2013		1500	1700	2.0	2.0	27.0
		7/9/13	03-105104	Pile Driving 16-0016 Bt 2L, 1-5		7/7/2013		1500	1600	1.0	3.0	28.0
		7/10/13	03-105104	Pile Driving 16-0016 Bt 2L, 1-5		7/7/2013		1500	1700	2.0	5.0	30.0
		7/11/13	03-105104	Pile Driving 16-0016 Bt 2L, 1-5		7/7/2013		1500	1700	2.0	7.0	32.0
		7/12/13	03-105104	Pile Driving 16-0016 Bt 2L, 1-5		7/7/2013		1500	1700	2.0	9.0	34.0
		7/13/13	03-105104	Pile Driving 16-0016 Bt 2L, 1-5		7/7/2013		0600	1430	8.0	17.0	42.0
7/15/2013	4	7/15/13	03-105104	Deck pour on 25-0016	A	7/16/2013		1530	1930	4.0	21.0	46.0
7/16/2013	2	7/17/13	03-105104	Polyester placement on 15-0058	A	7/18/2013		1530	1730	2.0	23.0	48.0
7/16/2013	2	7/18/13	03-105104	Polyester placement on 11-0073	A	7/16/2013		1530	1730	2.0	25.0	50.0
7/19/2013	4	Week of 7/21/13	03-105104	Final Falsework Submittal Review due 7/26/13	D	7/19/2013					25.0	50.0
		7/23/13	03-105104			7/19/2013		1530	1730	2.0	27.0	52.0
		7/25/13	03-105104			7/19/2013		1530	1730	2.0	29.0	54.0
											29.0	54.0
											29.0	54.0
											29.0	54.0
											29.0	54.0
											29.0	54.0

*Use 24 Hour Clock, log the time OT starts and ends.
***Reason for Approval A. Work requiring full-time inspection that cannot be deferred and must be inspected during the work shift (work performed adjacent to public traffic, pile driving, and concrete placement).
**Reason for Approval B. Work required to ensure the safety of the traveling public.
***Reason for Approval C. Fair Labor Standards Act (FLSA) travel.
**Reason for Approval D. Field office work required to ensure timely response to the contractor in order to not delay the controlling item of work.
**Reason for Approval E. Work to ensure quality and safety compliance during an emergency response.
[1] Document overtime in Assistant Structure Representative's Daily Report.
*** Overtime for more than one day can be requested; however the "Actual OT Worked" must identify Time OT Starts and Time OT Ends.

Bridge Construction Engineer may attach supporting documents if necessary.

ATTACHMENT No. 2
SAMPLE–STRUCTURE CONSTRUCTION PREAUTHORIZATION OVERTIME LOG
by UNIT, (Form SC-0104B)

DEPARTMENT OF TRANSPORTATION
STRUCTURE CONSTRUCTION
SC-0104B (New 10/8/13)

STRUCTURE CONSTRUCTION PREAUTHORIZATION OVERTIME LOG
BY UNIT

1. Senior Name (Print or Type):	2. Unit Number:	3. Month-Year:	4. Area Construction Manager Name	*OT Must be Documented in Daily Report*[1]
Sam McKenzee	69-643-101	September-13	Henry Kirzhner	

5. Employee Name	6. Date of Request	7. # OT Hours Requested* **	8. Time period for OT Hours Requested*** / Date OT worked	9. Project Identifier	10. Reason for Overtime/Product Produced	11. **Reason for Approval Enter A, B, C, D, E	12. Date Approved	13. Supervisor's Signature	14. Time OT Starts*	15. Time OT Ends*	16. Total This Shift
Tom Thomas	9/13/2013	4	9/14/2013	07-168004	Weekend work - Approach slab concrete pour	A	9/13/2013		0900	1300	5
Andrew Alvarado	9/16/2013	8	9/16 & 9/17/13	07-132344	Night work for falsework erection	A, B	9/16/2013		2100	0500	8
Tony Freeman	9/18/2013	4	9/18/2013	07-155432	Extended shift for concrete deck pour	A, B, C	9/18/2013		1530	1700	1.5

SAMPLE

*Use 24 Hour Clock,log the time OT starts and ends.
**Reason for Approval: A. Work requiring full-time inspection that cannot be deferred and must be inspected during the work shift (work performed adjacent to public traffic, pile driving, and concrete placement).
**Reason for Approval B. Work required to ensure the safety of the traveling public.
**Reason for Approval C. Fair Labor Standards Act (FLSA) travel.
**Reason for Approval D. Field office work required to ensure timely response to the contractor in order to not delay the controlling item of work.
**Reason for Approval E. Work to ensure quality and safety compliance during an emergency response.
1- Document overtime in Assistant Structure Representative's Daily Report .
*** Overtime for more than one day can be requested; however the "Actual OT Worked" must identify Time OT Starts and Time OT Ends.
Bridge Construction Engineer may attach supporting documents if necessary.

ATTACHMENT No. 3
INSTRUCTIONS FOR COMPLETING *FORM SC-0104A* and *FORM SC-0104B*

The *Structure Construction Preauthorization Overtime Log by Employee*, (Form SC-0104A), and the *Structure Construction Preauthorization Overtime Log by Unit*, (Form SC-0104B), are to be completed as described below. Attachments No. 2 and No. 3 are samples of each form, respectively, providing examples of common scenarios for completing the form(s).

Preauthorization:

1. The Structure Representative will consult with the first-line supervisor about the need for overtime and identify who will be working overtime.
2. Once the need for overtime has been authorized, the Structure Representative will complete Items 1-14 of *Form SC-0104A,* or 1-12 of *Form SC-0104B,* for the time period overtime is requested. The Structure Representative may delegate this to the Assistant Structure Representative; however, the Structure Representative must review to ensure accuracy.

Documenting Actual Overtime Worked:

1. After the overtime is worked, the Structure Representative will complete Items 16-18 on *Form SC-0104A,* or 14-16 on *Form SC-0104B,* for each day overtime is worked. The Structure Representative may delegate this to the Assistant Structure Representative; however, the Structure Representative must review to ensure accuracy.
2. *Time OT Starts* and *Time OT Ends* is the beginning and ending of the overtime period. Use the 24 hour time system (1500 – 1700).
3. On *Form SC-0104A*, the *FY Balance from Previous Month* must be entered in Item 5.
4. On *Form SC-0104A*, values in Items 19-20, the total number of overtime hours worked for the month and fiscal year, will calculate automatically.

Review, Signature and Retention:

1. At intervals determined by the first-line supervisor, not to exceed one calendar month, the Structure Representative will send *Form SC-0104A* or *Form SC-0104B* to the first-line supervisor for signature.
2. The first-line supervisor will verify the entries on *Form SC-0104A* or *Form SC-0104B* are in agreement with each employee's timesheet; then, complete item15 on *Form SC-0104A* or item 13 on *Form SC-0104B*, for each line entry on the *Form SC-0104A* or *Form SC-0104B,* respectively.
3. The first-line supervisor will send the completed *Form SC-0104A* or *Form SC-0104B* to the second-line supervisor (ACM) for retention. The completed *Form SC-0104A* or *Form SC-0104B* must be retained for five years.