DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
FPO AE 09622-0001

3 1 MAY 2012

NAVSUPPACT NAPLES POLICY ON ON-CALL, OVERTIME, CALL-BACK OVERTIME AND LEAVE WITHOUT PAY FOR LOCAL NATIONAL EMPLOYEES

The NSA Naples objective for On-Call, Overtime, Call-Back Overtime and Leave Without Pay (LWOP) is to ensure that procedures required by the instructions, regulations and the Condition of Employment for Local National (LN) employees are accurately followed.

RESPONSIBILITIES

The purpose of the DD Form 577 is to maintain records of certifying and accountable officers' appointments, and also termination of those appointments. The information on this form will also be used for identification purposes associated with certification of documents. All completed DD Form 577s will be sent to the Payroll Office.

The Executive Officer (XO) is the only appointing authority for Department Heads (DHs).

DHs will be appointed by the XO on a DD Form 577. They will have the authority/responsibility to certify time cards, approve annual leave, administration leave, sick leave and permessi leave. Some DHs, at the discretion of the XO, may also serve as the authority for approving On-Call, Overtime, and Call-Back Overtime. All these delegated authorities must be specified on the DD Form 577 block 14.

DHs are the appointing authority for Supervisors. Supervisors will be appointed by the DH on a DD Form 577. Supervisors have the authority/responsibility to certify time cards, approve annual leave, administration leave, sick leave and permessi leave. All these delegated authorities must be specified on the DD Form 577 block 14. Supervisors are not authorized to approve On-Call, Overtime, and Call-Back Overtime.

POLICY

On-Call. Employees assigned to maintenance and repair or other essential support and operational functions may be scheduled for on-call duty and required to respond to calls to perform emergency work outside regularly scheduled hours of duty. The employee on-call should be available at any time to reach the duty post within a reasonable time limit. No on-call allowance will be paid to employees who are not available for work when called or who could not be reached. On-call duty periods are 12 hours each from 1800 to 0600 hours and from 0600 to 1800 hours. No on-call duty will be scheduled for employees on annual leave, sick leave or compulsory maternity leave. In addition to the on-call duty allowance, compensation is paid for the actual work performed i.e. for the hours and for minutes of work, rounded up to the nearest quarter hour. Employees who worked overtime between 2200 and 0600 hours may elect to have their following workday reduced by the same number of hours actually worked, in this case compensation for work performed is limited to the applicable pay supplements and differentials.

NAVSUPPACT NAPLES POLICY ON ON-CALL, OVERTIME, CALL-BACK OVERTIME AND LEAVE WITHOUT PAY FOR LOCAL NATIONAL EMPLOYEES

DHs determine the need to assign employees to on-call duty and establish on-call duty rosters. The roster will be approved by the XO and a copy sent to the payroll office. The roster should also indicate the percentage of on-call status that the DH authorized for each employee. If that premised percentage is not observed during the month, a written justification in a memo format is mandatory and is required to be attached to the time card. Payroll will be required to cross-check the on-call roster each pay period to ensure no employee is paid an unauthorized on-call allowance. Additionally, payroll is not authorized to deviate from the approved list without a letter from the Commanding Officer (CO).

Overtime. The NSA Naples policy is "no overtime"; therefore, DHs are required to justify any request for exceptions. DHs are also required to provide the XO a monthly list of the Department's overtime broken out by employee. Overtime work must be approved in advance by the designated DH utilizing form NAVCOMPT 2282. In emergency situations, overtime may be approved immediately after its performance. The above procedure will also be followed for work performed on Italian holidays and on Sunday outside of the scheduled work week. A NAVCOMPT 2282 form must be filled out in its entirety, the supervisor (the requestor) must prepare the form in advance and submit to the appropriate DH for approval. In emergency situations, the requestor will document work performed after the event on the next regular work day on the NAVCOMPT 2282 form. The form should list the name(s) of employees who worked overtime, the type of overtime, the number of hours or fraction actually worked and the date overtime was accrued. After the last employee is listed, the form should be crossed out and closed. The justification is mandatory and should clearly describe a real necessity. Time employees report on the time card must match information provided on the NAVCOMPT 2282 form. The approved NAVCOMPT 2282 form is forwarded to the Payroll Office with the related time card.

NOTE: If the request is not approved in advance, add justification for approval after the fact. The requestor signature cannot be the same of the approving authority.

Call-Back Overtime. Employees may be required to work overtime on a non-workday, or after departure from the work site. In these cases, if they are required to return to the work site, the employee is entitled to a minimum of three hours overtime pay, even when time of actual work is less than three hours. Call-Back overtime is considered unscheduled overtime. For this reason, both the NAVCOMPT 2282 form and the time card should contain all the correct information in order for the DH to approve it. DHs will authorize the minimum of three hours of call-back overtime only if requirements are met. Immediately after the event of call-back overtime, the supervisor should prepare a NAVCOMPT 2282 form, following the guidelines provided in this policy in reference to overtime work with the following exceptions:

NAVSUPPACT NAPLES POLICY ON ON-CALL, OVERTIME, CALL-BACK OVERTIME AND LEAVE WITHOUT PAY FOR LOCAL NATIONAL EMPLOYEES

- Both the NAVCOMPT 2282 form and the time card should specify call-back overtime.
- Both documents should reflect the exact duration of the time worked, even if less of three hours.

In order to be paid for the three hours of call-back overtime, the employee is required to return to the work place. If the work is not performed at the work place, (i.e. by phone, computers or at home) the overtime will be paid only for the time effectively worked.

NOTE. The Payroll Office will not pay any allowances if this procedure is not followed.

Leave Without Pay. LWOP is a period of authorized absence in a non-pay status granted by the Commanding Officer of NSA Naples at the request of the employee. In addition to the cases provided for law, LWOP up to a maximum of one year may be granted at the discretion of the CO of NSA Naples on a case-by-case basis, after all annual leave and permessi leave have been taken by the requestor. Approval will be for periods of six months maximum at a time. LWOP for less than 30 days should be requested on OPM form 71 and may be approved by the employees direct supervisor. Cases of LWOP provided for by law are identified in the Conditions of Employment (COE). In some instances, the law authorizes periods of LWOP longer than one year. LWOP will be granted in the following circumstances; when supported by proper documentation, in order to comply with contractual obligations or legal requirements:

- Sick leave in a non-pay status after exhausting pay entitlement in accordance with the COE. In these cases, the employee will request sick leave on an OPM form 71, and the period will be recorded as LWOP for payroll purposes;
- To care for sick relatives in accordance with COMNAVREGEURINST 12630.2, and in other special cases listed in Article 22, paragraph 9(b), of the COE;
- To fulfill political or labor union commitments in accordance with COMNAVREGEURINST 12630.2.

LWOP must be requested on OPM form 71 for periods of less than 30 days, and on an SF-52 for longer periods. The only exception is for the employee's sick leave, which will be approved on OPM form 71 independent of the length of the request. All requests must be routed to the CO for approval, and submitted to the servicing HRO for processing.

C. S. GRAY