

---

**BUREAU OF BUDGET AND MANAGEMENT RESEARCH**

---

**STANDARD OPERATING PROCEDURES**

**SUBJECT:** Overtime Plan

**EFFECTIVE DATE:** November 8, 2019

○ **EXECUTIVE ORDER NOS. 2012-01, 2007-02:**

- Directs all Executive branch departments/agencies to minimize work schedule of employees to reduce the accrual of overtime, hazardous, and night-differential payment
  - Only allowable if such expenditures are documented, approved and submitted for processing within two weeks of the date on which the work is performed
- Requires all Executive branch departments/agencies with overtime appropriations or in anticipation of overtime expenditures (i.e. Federal), to develop and adopt an overtime plan for approval by the Bureau
  - Due before overtime is incurred and funds allotted
- Emphasizes that overtime shall be an optional management tool or measure of last resort
- Authorization to Release Funds
  - The Director of BBMR will make appropriation releases for overtime expenses to Government of Guam entities only upon compliance with Executive order requirements
  - Overtime plans are due as soon as possible to avoid delays in overtime payments and should be planned for the full year with the exception of public safety departments and agencies
  - Quarterly allotment release upon pre-approval of submitted Overtime Plan for each quarterly period for each public safety agencies (i.e. Guam Fire, Guam Police, Department of Corrections, Customs and Quarantine Agency, etc.)
- Monitoring of Non-General Fund Sourced Entities
  - All Executive branch agencies must submit a quarterly financial statement and quarterly staffing pattern to BBMR
  - Such agencies, departments, bureaus, and other instrumentalities must submit copies of their current fiscal year's budget and other fiscal information as requested to BBMR

- **Non-Compliance**
  - Any non-compliance with the requirements through this executive order, inclusive of deadlines, shall result in the immediate return/disapproval of such requests
  - All departments/agencies are liable and responsible for the accuracy and compliance with all rules/regulations and policies governing the respective requests/expenditures
  - BBMR/DOA shall promptly return/disapprove such requests once identified
  
- **BBMR CIRCULAR NOS. 07-06, 07-05 AND 07-02:**
  - Provides previous communications or references on overtime policies
    - Introduces to departments/agencies the Overtime Plan for (BBMR F-15A) which should be prepared based on its overtime appropriation or approved budget (i.e. Federal) for the current fiscal or program year
  - Release of overtime allotment is dependent on the submission and approval of the Overtime Plan
  
- **EXECUTIVE ORDER NOS. 95-11 & 2005-28:**
  - Defines and designates that employees employed in a “bonafide executive, administrative, or professional capacity” as defined in 29 CRF, Part 541, and set by §6201 of Title 4, Guam Code Annotated are ineligible or exempt for payment of overtime or compensatory time
  - Exception of rule includes employees:
    - Performing tasks that are not part of their job specifications
    - Granted a waiver via an Executive Order issued or by approval from the Governor of Guam (See DOA Organizational Circular No. 05-022, Re: Fair Labor Standards Act (FLSA), Subsection (b) of Section 46006 of the Government Code)

The following forms and documents can be found on BBMR’s Website: <http://bbmr.guam.gov>

- **Overtime Plan Form (BBMR F-15A)**
- **Overtime Plan Sample**
- **Executive Order No. 2012-01**

**NOTE: This SOP is subject to change by the Bureau of Budget & Management Research**