GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

TO: DGS Supervisors and Timekeepers

FROM: Delano Hunter, Director, Department of General Services

CC: Danielle Meadors, Chief Operating Officer
Alan Karnofsky, Chief of Staff
Shawn Winslow, Human Capital Administrator

DATE: January 8, 2024

Subject: **Directive to Reduce Routine Overtime Accrual**

PURPOSE

This memorandum describes our efforts to reduce routine overtime and is intended for all Department of General Services (DGS) supervisors, timekeepers, and approvers. For this memorandum, routine overtime is defined as hours consistently worked above the standard tour of duty.

BACKGROUND/CONTEXT

In fulfillment of our mission to build, maintain, and sustain the District of Columbia's real-estate portfolio, DGS provides an array of services from routine to high-priority and emergency. Overtime accrual is necessary to compensate employees fairly for their hard work and efforts. However, the agency must be mindful of overtime expenditures as we contend with changing financial conditions.

Overtime accrual at DGS is dynamic and differentiated. **Emergency** overtime may include responses to facility or system failures, public safety concerns, and inclement weather. **High Priority/Seasonal** overtime includes school reopening efforts, boiler/HVAC switchover, and efforts to respond to external deadlines and deliverables. **Emergency** and **High Priority/Seasonal** overtime are unavoidable and are not the focus of this directive. **Routine** overtime is defined as hours consistently worked beyond an employee's tour of duty. Such hours are commonly pre-scheduled and may compensate for staffing shortages and critical needs. We recognize that a reduction in routine overtime will lead to a reduction in services. We are committed to increasing staff in essential areas and developing partnerships to work more efficiently and sustainably.

DIRECTIVE

Effective immediately, employees (including supervisors) should no longer be scheduled to work more than 40 hours per week or 80 hours per pay period. Additionally, emergency and high priority/seasonal overtime must be submitted in advance and pre-approved in the SalesForce OT Request channel. Payroll reports will be monitored regularly for adherence to this directive. Any supervisor in violation of this directive set forth by the Office of the Director shall go through the proper disciplinary procedure for each violation. All recipients of this memorandum are required to formally acknowledge this memorandum via signature below. If you have any questions, please contact Danielle Meadors, Alan Karnofsky, or Shawn Winslow.

Regards,

Delano Hunter

Delano Hunter
Director
Department of General Service

Acknowledgment Form

I, _____ hereby acknowledge receipt of this memorandum. I fully understand and will abide by the directive set forth in this memo. I also understand that I may be subject to disciplinary action for any violation of this memo.

_____
Signature

_____
Print

_____
Date