

Marvin Green

v.

**HRC, Secretary,
U.S. Dept. of State**

**DOS Case: DOS F-125-10
EEOC Case: 570-2011-00700X**

Exhibit 33

DS-3060 General Instructions with highlights

GENERAL INSTRUCTIONS

PURPOSE

Form DS-3060 is used worldwide by the U.S. Department of State. It is used to authorize hours worked that are covered by premium compensation but not otherwise included as part of the employee's permanent administrative workweek schedule. Form DS-3060 is an official record for the employee, supervisor, and authorizing official. The original is retained in the post, bureau, or office administrative files for audit purposes.

EMPLOYEE INFORMATION

1. Type or print the employee's name.
2. Indicate Class and Step or Grade and Step, as appropriate. Examples: FP- 05/3, GS- 07/02, FO-04/05.
3. Enter the current annual salary. This is used to determine whether regular compensatory time off is optional or mandatory (in lieu of salary), the impact of the GS-15, step 10 or the EX-V (whichever is GREATER), biweekly pay limitation and the estimated cost for requested overtime work.
4. Enter "N" for non-exempt (i.e., covered by FLSA), "E" for exempt. This information may be on the employee's SF-50.
5. Enter appropriate agency and organizational symbols. If the work is performed outside of that jurisdiction (i.e., detail), add parenthetically where the work is performed.
6. Optional use for supplemental information.

PART I. SUPERVISORY REQUEST AND AUTHORIZATION

Supervisors should initiate the premium compensation request as far in advance as possible. Overtime work requested must be essential and used only when the work cannot be accomplished during the regularly scheduled administrative workweek. Complete all sections of Part I to include type of premium compensation work (e.g., overtime, night, Sunday, holiday), the additional salary cost due to premium compensation entitlements and the date the work will be performed.

PART II. REGULARLY SCHEDULED OVERTIME WORK

Under title 5 U.S.C., premium compensation work must, among other things, be approved in writing by a supervisor and authorizing official. In section A, include only **regularly scheduled** overtime, night, or Sunday work that is not a part of an employee's existing regularly scheduled administrative workweek, but is now being authorized **in advance of the administrative workweek** as scheduled work for specific premium compensation entitlements. (NOTE-- All **irregular** overtime is covered by Part III and does not need this additional information.)

For employees covered by FLSA ("N" or non-exempt), in rare circumstances it is possible that certain activities, which do not count as work under Title 5, will count as hours of work under FLSA. (See 5 CFR 551.421.) Record these hours for FLSA purposes and briefly explain the circumstances here.

PART III. REGULAR COMPENSATORY TIME OFF FOR IRREGULAR OVERTIME WORK

The following information is applied when the premium compensation request is initiated and approved after the start of the administrative workweek, resulting in "irregular" (or unscheduled) overtime work. Item #3 under Employee Information - determine if (a) employee's salary is at GS-10, step 10, or below; or (b) above the salary of a GS-10, step 10. For (a), check the request for overtime pay, compensatory time off, or a combination of both. For (b), compensatory time off is mandatory except in extraordinary circumstance when an exception is granted. (See 3 FAM 3133.3) For both (a) and (b), employee, supervisor, and authorizing official must sign and date.

PART IV. SPECIAL COMPENSATORY TIME OFF

Special compensatory time off for Foreign Service Officers applies only to tenured Foreign Service Officers in the "FO" pay plan. The provisions are similar to regular compensatory time off, except FO's may carry special compensatory time off in the payroll system for 26 weeks (13 pay periods) and if not used, the time off is forfeited and may not be converted to salary. (See 3 FAM 3133.5)

Refer to 5 CFR 550.1002 for guidance concerning special compensatory time off for religious observances.

Special compensatory time off at isolated and designated posts applies only to a very few locations abroad and is not reported on time cards; supervisors should consult the administrative officer at post. (See 3 FAM 3133.4)

PART V. REPORT OF LIQUIDATION

For record keeping purposes, after the 16-week compensatory time off period (26 weeks for FO's) has expired, supervisors should complete Part V, notify the employee, and file this form for audit purposes.

Page 2 (optional) can be used as a detailed record of overtime hours worked by each week of the pay period.

*- By Sunday 00:00 it's known
I've never had a DOS Supervisor
do this
NO ONE IS
doing this*

DAILY RECORD OF OVERTIME HOURS WORKED

Name of Employee <i>(Last, First, MI.)</i>	Green	Marvin	E
Office Symbol	IRM	Room Number	
Office Telephone Number	+64-27-446-4491	Extension	6116
Office Where Overtime is to be Performed	IRM		
			Pay Period
			15

Day	Date <i>(mm-dd-yyyy)</i>	Time <i>(from)</i>	Time <i>(to)</i>	Total Hours
<u>FIRST WEEK OF PAY PERIOD</u>				
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday	04-21-2011	2200	2400	2.00
Friday				
Saturday				
<u>SECOND WEEK OF PAY PERIOD</u>				
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
				2.00
Grand Total				

Supervisor's Signature _____	Date <i>(mm-dd-yyyy)</i> _____
Timekeeper's Signature _____	Date <i>(mm-dd-yyyy)</i> _____
Employee's Signature _____	Date <i>(mm-dd-yyyy)</i> _____