

WEST VIRGINIA DIVISION OF HIGHWAYS
ADMINISTRATIVE OPERATING PROCEDURES
SECTION III, CHAPTER 10

SECTION TITLE: PAYROLL/PERSONNEL

CHAPTER TITLE: EXCESS HOURS

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I. **INTRODUCTION**

Effective: 5/1/2007

The purpose of this policy is to ensure that hours worked in excess of the standard work week are reasonable and necessary to carry out the goals and mission of the Division of Highways. The procedures required by this policy are designated to ensure excess hours, whether compensated at straight time or premium overtime rates, are either planned and approved in advance, or reviewed after their unanticipated occurrence.

The requirements contained herein are predicated on the fact that the Division of Highways' public service responsibilities involve frequent and necessary work that exceed normal working hours, and often cannot be foreseen. In addition, it is recognized that many unscheduled excess work hours are routine, even though unplanned, for common activities such as snow removal and other weather-related events, or other situations that affect roadways throughout the state. This policy statement supersedes any previous policy memorandums regarding processes for approval of excess hours and is intended to complement any procedures governing excess/overtime hours found in Volume III, Chapter 10 of the Department of Transportation Administrative Procedures.

II. **POLICIES**

Effective: 10/22/2013

A. SCHEDULED EXCESS HOURS

Work hours in excess of 40 in a given week that are planned by organizational supervisors must be approved in advance by the District Engineer/Manager or Division Director (DEM/DD). Requests for planned excess hours are to be submitted to the DEM/DD prior to the start of the week in which the work is to be performed. The DEM/DD will approve, disapprove, or modify the requested hours and communicate his/her action to the requesting supervisor.

The District Comptroller or division payroll administrator will generate the Weekly Time Report (TSO Report 100, HWDD-100A) for any week in which excess hours are worked, and forward it to the organization/unit supervisor at the conclusion of that week. The supervisor will reconcile the excess hours worked with the excess hours approved. If the hours worked are less than the hours approved, the supervisor will sign the Weekly Time Report, attach documentation of the hours approved, and file that material at the organization level. If the excess hours worked exceed the hours approved, the supervisor will follow, for those hours worked but not previously approved, the procedure for unscheduled excess hours outlined herein.

B. UNSCHEDULED EXCESS HOURS

Hours in excess of 40 in a given week that are not planned but must be worked as a result of unanticipated work demands (e.g. weather conditions, traffic accidents, changes in contractor schedules, etc.) must be justified to the DEM/DD by organizational supervisors.

The District Comptroller or division payroll administrator will generate the Weekly Time Report (TSO Report 100, HWDD-100A) for any week in which excess hours are worked, and forward it to the organization/unit supervisor who will review the report to quantify excess hours, sign it to denote that the review has been made and submit that document, plus a signed justification for the hours, to the DEM/DD. The DEM/DD will affix his/her signature to the same documents to verify review and acknowledgement of the information received. **Note:** Scheduled Overtime Policy-all Maintenance and Bridge Maintenance has been added to Section V Highways Operations Chapter 14.

C. UPPER MANAGEMENT REVIEW

At the end of each calendar year quarter, the DEM/DD will submit a report of excess hours worked during the quarter to the appropriate C or H level manager. The report will include the number of excess hours, the extent to which the hours were justified, and any remedial action that was taken to curtail the working of unnecessary hours.

D. RECORDS RETENTION

The Weekly time Reports, approved scheduled excess hour documents, and justification for unscheduled hours documents will be maintained at the organization level and at the DEM/DD level for a period of three (3) years. NOTE: Where federal aid projects are involved, this supporting documentation **must** be retained for a period of *three (3) years beginning with the date final expenditure information has been submitted to the FHWA*. This date can be verified by reviewing the specific authorization's "Delete Date" using HWIQ, Menu Item 2-Authorization. The quarterly reports will be maintained at the DEM/DD and C & H levels for the same time period.

E. INTERNAL AUDIT ACTIVITY

The Internal Audit section of the Transportation Auditing Division will perform occasional reviews of files to ensure that organizations are complying with this policy. The sampling rate for this activity will be at the discretion of the Auditing Division.