



U.S. Department
of Transportation
**Federal Highway
Administration**

Memorandum

Subject: **INFORMATION:** Use of Overtime

Date: June 14, 2011

From: *John R. Baxter*
John R. Baxter, P.E.
for Associate Administrator for
Office of Federal Lands Highway

In Reply Refer To:
HFL-1

To: Federal Lands Highway Division
Engineers

The use of overtime is an important management tool that we use to minimize overall costs for our partners, particularly in more remote locations. It allows us to quickly and efficiently respond to contractor operations, which could include night time or weekend work. As you know, these options are often designed to minimize impacts to the traveling public, and/or to accelerate project delivery.

It is important to apply the use of overtime consistently. Based on a recent analysis of overtime use, and expectations set forth by the Executive Director, Federal Lands Highway will establish and use the following authorities for the use of overtime. For overtime needs that exceed 160 hours annually for an individual, the Division Directors have authority to approve additional time up to 320 hours. Any use above 320 hours requires the approval of the Division Engineer.

A key part of managing this will be to ensure that we are requesting approval of these higher levels, as appropriate, at a stage when there are still options available to consider. While overtime is a key tool, we need to make sure we are conducting appropriate planning for project staffing to manage its use.

