
	STANDARD OPERATING PROCEDURE	No.	SOP-2000-FIN-007
	Premium Pay	Effective Date	4/4/2025
		Final Approver	 Miguel C. Bordallo, P.E. General Manager
		Revision Letter	B

1.0 Purpose

This Standard Operating Procedure (SOP) establishes the guidelines for the approval and payment of premium pay to include overtime work (OT), compensatory time off (CTO), night differential (ND) work, emergency work (EW), and holiday work (HW) as summarized in the *flowchart (Attachment 1)*.

2.0 Scope

This SOP applies to all covered employees, categorized as either exempt or non-exempt based on the Fair Labor Standards Act (FLSA) criteria, and as listed in Appendix A of CCU GWA Resolution No. 27-FY2021, who have rendered overtime work or work beyond 40 hours in a week, holiday, or emergency work.

3.0 Policy

It is the policy of GWA to accurately compensate and calculate employees for premium pay hours worked in accordance with Federal and Guam Laws and GWA Personnel Rules & Regulations (PR&R).

4.0 Definitions

4.1. **Break Period:** A compensable rest period of short duration, maximum of 15 minutes.

4.1.1. A full-time employee may be allowed a 15-minute break period in the first half and second half of the workday, provided:

4.1.1.1. No single work break shall exceed 15 minutes of absence from the employee's workstation.

4.1.1.2. An employee may not accumulate unused work breaks.

4.1.1.3. Work break time shall not be authorized for covering an employee's late arrival on duty or early departure from duty.

4.2. **Compensatory Time Off (CTO):** Paid time off the job that is earned and accrued by an employee instead of immediate cash payment for work performed more than 40 hours for which overtime compensation is required under this SOP.

In the absence of any funds for overtime compensation, CTO shall be granted instead of overtime pay by mutual agreement between the employee and management before work is performed.

4.3. **Exempt Employee:** An individual who is exempt from the overtime provisions of the FLSA because he or she is classified as an executive, professional, or administrative employee and meets the criteria for the exemption. Certain computer professionals may also be exempt. With some limited exceptions, exempt employees must be paid on a salary basis.

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- 4.4. **Fair Labor Standards Act (FLSA):** Federal law that establishes minimum wage, overtime pay eligibility, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and federal, state, and local governments.
- 4.5. **Holidays:** Legal holidays are those identified under 1 GCA, Chapter 10, or declared by Executive Order.
- 4.6. **Hours Worked (aka Actual Hours Worked):** All time during which an employee is suffered, or permitted to work and required to be on GWA's premises on duty or at a prescribed workplace or duty station, except for meals or other periods when the employee is free from duty, or except for any such time that an employee is performing personal business. Hours worked include:
 - 4.6.1. All time during which an employee is required to be on GWA premises or at a prescribed workplace or duty station.
 - 4.6.2. All time during which an employee is suffered or permitted to work, whether or not required to do so. The determination of an employee's working hours will include, in the ordinary case, all hours from the beginning of the workday to the end of the workday, except periods when the employee is relieved of all duties to eat meals or sleep time in the case of affected employees.

Essentially, this means that once a supervisor or manager allows the employee to work, or "knows" that the employee is working, then the employee must be compensated.

- 4.7. **Meal/Lunch Break:** Meal/lunch breaks are not compensable; however, employees shall be allowed a minimum of 30 minutes up to a maximum of 1 hour. The employee must be completely relieved from duty to eat regular meals in full compliance with established US Department of Labor regulations. All employees shall be granted at least a 30-minute meal break when scheduled to work at least 6 hours. The meal period may be waived by mutual consent of employee and immediate supervisor/manager. Meal period shall not be considered "on duty" or counted as time worked unless the nature of his work prevents an employee from being relieved of duty¹.
- 4.8. **Night Differential (ND):** Pay for scheduled work performed between the hours of 6:00 p.m. and 6:00 a.m.

Any employee (except the General Manager, Assistant General Manager, Chief Financial Officer, and Legal Counsel) who works between the hours of 6:00 p.m. to 6:00 a.m. shall be entitled to night differential pay, calculated at the rate of their regular wage plus 10% for all periods worked between the hours of 6:00 p.m. and 6:00 a.m.

This pay is intended to compensate employees for the inconvenience of working before or after standard 8:00 a.m. to 5:00 p.m. daylight shifts. Therefore, employees are not eligible for night differential pay if they voluntarily choose to work outside of the standard 8:00 a.m. to 5:00 p.m. shift at times that are more convenient for them. Employees scheduled OR who are otherwise requested to be on GWA's premises, on duty, or at a prescribed workplace or worksite between the hours of 6:00 p.m. and 6:00 a.m. shall qualify for the night differential.

¹ 22 GCA §3107, *Maximum Hours; Split Shifts*.

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- 4.9. **Non-Exempt Employee:** An individual who is not exempt from the overtime provisions of the FLSA and is therefore entitled to overtime pay for all actual hours worked or logged beyond 40 hours in a workweek (as well as any Guam overtime provisions). Nonexempt employees may be paid on a salary, hourly or another basis.
- 4.10. **Overtime (OT):** Actual hours worked in excess of 40 hours in an administrative workweek. For employees whose normal workweek schedule does not consist of five working days and two days off in a workweek, overtime shall mean only hours worked in excess of their administrative workweek.
- 4.11. **Pay Period:** Pay periods are two continuous weeks (Sunday through Saturday). The pay date is the Tuesday following a pay period. Payroll shall publish the pay periods and corresponding pay dates before the beginning of a calendar year.
- 4.12. **Premium Pay:** Compensation paid to employees in addition to their regular salary for working outside of their normal workweek or under certain types of conditions.
- 4.13. **Regular Work Schedules:** A recurring set of working hours and days that are consistent from week to week, which specifies times and the number of hours an employee is expected to work each day. The recurring set of working hours must also include the days of the week an employee is expected to report to work based on their specific role and organizational requirements.

An employee's typical work day can be eight hours beginning at 8:00 a.m. and ending at 5:00 p.m., for five consecutive days totaling 40 hours a week. However, an employee's work day may begin at any hour of the day and should remain the same, subject to a time or shift change which is intended to be permanent based on their specific role and organizational requirements. Employees shall be allowed minimum or maximum meal/lunch breaks as defined above.

Managers and supervisors have the discretion to allow flexible work schedules provided that adequate personnel are available to meet the requirements of the division or program and provide the best customer service in accordance with established GWA Personnel Rules and Regulations.

- 4.14. **Unauthorized Work:** Hours worked by an employee without the appointing authority's permission or contrary to his instructions or not authorized by such applicable budget appropriations act shall not be considered as hours worked. Unrecorded hours worked during a workweek or work period by an employee at the job site, or at his/her home or other duly authorized designated place, must be counted as hours worked if the appointing authority has reason to know of such practice. The appointing authority must enforce his/her no-work rule and may not unjustly benefit from work performed without his/her knowledge.
- 4.15. **Workweek:** The standard workweek begins at 12:01 a.m. Sunday and runs one hundred sixty-eight (168) consecutive hours in the form of seven (7) consecutive twenty-four (24) hour periods.

5.0 Roles and Responsibilities

5.1.	General Manager (GM)	Approves this SOP and all its subsequent changes. Approves premium pay requests.
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5.2.	Chief Financial Officer (CFO)	Oversees the development, revision, and implementation of this SOP as the Policy Owner. Certifies availability of funds for OT.
5.3.	Assistant General Managers (AGMs)	Review and confirm premium pay requests.
5.4.	Controller	Works with the division managers and supervisors to ensure compliance with this SOP. Reviews this SOP annually and makes necessary changes to be presented to the CFO for consideration. Ensures that it is updated under the applicable prevailing laws, rules, and regulations. Ensures the timely and accurate processing of all premium pay.
5.5.	Payroll Section Personnel	Review, process, and file all premium pay records under this SOP. Communicate with employees, supervisors, managers, and administrative support staff about all issues relating to premium pay. Ensure training is provided every two years or as needed to existing employees/admin staff to discuss the requirements and guidelines in this SOP.
5.6.	Personnel Service Administrator (PSA)	Provides recommendations to the Controller on any updates on Federal and Guam laws and regulations relating to all premium pay. Provides guidance and notice to the payroll section, managers, supervisors, and employees on all premium pay. Ensures training is provided to new employees to discuss the requirements and guidelines in this SOP in conjunction with the Controller/Payroll Section.
5.7.	Managers, Administrators, and Supervisors	Ensure that employees are informed of the requirements and guidelines stated in this SOP for proper compliance. Approve emergency OT work and premium pay requests.
5.8.	Administrative Support Staff (Admin Staff)	Assist their respective division employees, supervisors, and managers to provide assistance

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		and answer any questions and concerns related to premium pay as stated in this SOP.
5.9.	All Employees	Strictly abide by the contents of this SOP and conduct activities accordingly. When confronted by a situation not covered by this SOP or requiring clarification, seek the manager's, administrator's, or supervisor's assistance.

6.0 Procedure Description

6.1. Employees' Responsibilities:

- 6.1.1. Employees shall perform overtime work only when approved by a Supervisor.
- 6.1.2. Employees shall understand the requirements of the overtime work requested.
- 6.1.3. Employees shall validate and sign actual time worked on completed premium pay requests prepared by their immediate Supervisor within the prescribed timelines.
- 6.1.4. Employees shall ensure that all premium pay rates and pay codes, as shown in **Attachment 7**, are correct and proper.
- 6.1.5. Employees must ensure a proper work order(s) is identified on all requests, when required.
- 6.1.6. Employees shall monitor receipt of premium pay payments against their pay stub and/or any other detailed payroll reports provided.
- 6.1.7. Employees shall immediately report any discrepancies, overpayments, or non-payment of premium pay to their immediate Supervisor, Admin Staff and/or Payroll for investigation and timely remedy.

6.2. Supervisor and/or Manager Responsibilities:

- 6.2.1. Supervisors or managers shall be those identified as having responsibility for authorizing and approving biweekly attendance and overtime.
- 6.2.2. Supervisors or managers shall manage schedules and hours worked, to include overtime, by subordinate personnel to ensure all essential department operations are completed.
- 6.2.3. Supervisors or managers must set the work week and schedule and provide notice to employees.
- 6.2.4. Supervisors or managers must ensure best planning and budgeting by obtaining quarterly pre-approval of all premium pay from the AGM and/or the GM or designee.
- 6.2.5. Supervisors or managers must work with their respective employees and administrative staff to ensure that premium pay requests, especially for non-exempt employees, are submitted to the Payroll Section by the close of business each

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Wednesday for overtime incurred the previous week to ensure that employees are paid no later than the next pay period after the overtime work is performed.

- 6.2.6. Supervisors or managers shall prepare premium pay requests and review timesheets or logs to validate entries for correctness.
- 6.2.7. Supervisors or managers must ensure that work orders are properly used so that charges are classified to the correct GWA asset or to a specific activity, especially for cases where a third-party reimbursement will be sought. Supervisors must determine the proper use of the work order, ensure proper setup (i.e., asset, activity, home business unit and business unit recharge, etc.), as well give guidance to their employees on its usage.
- 6.2.8. Supervisors or managers shall process premium pay requests in a timely manner and submit to the Administrative Support Staff in order for approvals to be obtained within the prescribed timelines.
- 6.2.9. Supervisors or managers shall track overtime usage and not exceed the pre-approved overtime amounts. Supervisors shall submit any amendments for the quarter before the 2nd pay period of the quarter ending if overtime amounts will be exceeded.

6.3. Administrative Support Staff (Admin Staff) Responsibilities:

- 6.3.1. Admin staff shall liaise between employee, supervisor, and division manager for the AGM to ensure that pre-approvals and/or premium pay requests (without pre-approvals) are complete, accurate and well supported with requisite documents, if any, before submission to the AGM for approval.
- 6.3.2. Admin staff shall access division reports providing support to employees following up on premium pay payments and collaborating with managers/supervisors when needed.
- 6.3.3. Admin staff shall provide support to Payroll by preparing all premium pay data in Excel format for upload into Speed Time Entry.
- 6.3.4. Admin staff shall collate all premium pay requests and systematically number them for submission to Payroll.
- 6.3.5. Admin staff shall ensure proper numbering for pre-approvals for best tracking.
- 6.3.6. Admin staff shall have an understanding of how premium pay is computed, including overtime, holiday work, night differential, and CTO.
- 6.3.7. Admin staff shall have an understanding of how the Speed Time Entry module in Payroll works.
- 6.3.8. Admin staff shall review timesheets or time logs in order to ensure correctness of hours entered and that the correct premium pay codes, as shown in **Attachment 7**, with the relevant multipliers, are used. Once entered, Admin staff shall sign off on the premium pay request after each entry and forward to Payroll for validation and sign off.

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- 6.3.9. Admin staff shall provide additional support to Payroll should the need arise due to extenuating circumstances (i.e., disasters, system issues, etc.).
- 6.3.10. Admin staff shall work with the respective division head to ensure that premium pay requests, especially for non-exempt employees, are submitted to Payroll by the close of business each Wednesday for overtime incurred the previous week.
- 6.3.11. Admin staff shall maintain manual timesheets or time logs for employees and systematically digitize them in GWA's enterprise cloud storage or other designated network storage for access when called upon for inspection and audit.
- 6.3.12. Admin staff shall coordinate premium pay requests and pre-approvals with supervisors, managers, and executive management. Admin staff shall ensure approvals are secured prior to submission to the CFO for certification and to Payroll for action.
- 6.3.13. Admin staff shall generate system reports to assist supervisors in tracking pre-approved overtime requests, as well as to review, audit, or analyze trends, as needed, for the appropriate AGM.
- 6.3.14. See **Attachment 8** for the *Checklist for Administrative Support Staff*.

6.4. Payroll Responsibilities:

- 6.4.1. Payroll shall manage the premium pay process with the various Admin staff – gathering and organizing documentation, etc.
- 6.4.2. Payroll shall review and upload all premium pay and other back-in adjustments, including overtime, adjustments to time entries, etc. based on approved documents (i.e., premium pay requests and pre-approvals). On occasion, there may exist a need to adjust time already entered, approved, and paid after the fact. Examples where certain conditions require changes may include, but are not limited to, emergencies, typhoon administrative leave while on annual or sick leave status, and incomplete documentation for a bona fide leave.
- 6.4.3. For OT hours submitted on time, Payroll shall ensure that overtime pay for overtime hours incurred during the first work week of the pay period is included in the employees' regular paychecks within the same pay period and that overtime pay for overtime hours incurred during the second work week of the pay period is paid no later than the next pay period after the overtime work is performed.
- 6.4.4. Payroll shall ensure that all requisite approvals and signatures are obtained on premium pay requests and pre-approvals prior to payment.
- 6.4.5. Payroll shall systematically file all approved documents in the secured network drives or cloud storage.
- 6.4.6. Payroll shall validate all entries entered by Admin staff, will make corrections as needed, and sign off on the validation. If corrections to the premium pay request are required, this should happen at the time of entry, properly initialed with footnotes to

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the changes and then promptly notify employee of the corrections made or as soon as practicable.

- 6.4.7. Payroll shall provide training to Admin staff on how to compute for premium pay and how to use the Speed Time Entry module in E1.
- 6.4.8. Payroll shall provide a list of premium pay codes, as shown in **Attachment 7**, with the relevant multipliers and notify Admin staff of any additions or changes.
- 6.4.9. Payroll shall update all relevant premium pay forms (i.e., premium pay requests, CTO requests, premium pay pre-approvals, etc.) and provide guidance to all stakeholders of its changes.
- 6.4.10. Payroll shall monitor the timeliness of employee premium pay payments and report payment delays and other findings to the appropriate AGM and to the CFO.
- 6.4.11. Payroll shall notify Supervisors, Managers, and Admin staff to resolve unresolved exceptions (i.e., time issues, etc.).
- 6.4.12. Payroll shall ensure that pre-approved overtime balances are tracked and notify the Admin staff to get the appropriate signatures in time for payment should there be any overruns. Justification must be provided as to why pre-approved amounts were exceeded.
- 6.4.13. Payroll shall compute any additional overtime if night differential is paid (ND-OT) as indicated in section 6.6.3.3.2.
- 6.4.14. See **Attachment 9** for the *Checklist for Payroll Staff*.

6.5. Human Resources (HR) Responsibilities:

- 6.5.1. HR staff shall ensure the FLSA field in the Employee Master is correctly filled in order to determine exempt status for overtime purposes.

6.6. Forms and Procedures:

Overtime may be necessary to handle emergencies, heavy workloads, or other issues. Frequent and excessive overtime is neither good for employees' health nor their performance. Avoiding excessive overtime will help to avoid productivity and morale loss or work-related accidents due to fatigue. Supervisors and managers should take action to reduce this.

Employees and supervisors are encouraged to work together to plan overtime and CTO in advance. When it is not practical to request overtime and CTO in advance of the actual work performed (i.e., during emergencies), it is critical that the employee and supervisor take immediate action to get the approvals in place on a premium pay request as soon as practicable and within the prescribed deadlines in order to prevent any payment delays. If planned properly, the pre-approval process could aid in alleviating any unapproved overtime.

6.6.1. Premium Pay Pre-Approvals:

- 6.6.1.1. All OT, ND (if not part of an employee's regular work or shift schedule), EW, and HW assignments must be pre-approved by the appropriate AGM

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or GM and certified for the availability of funds by the CFO via the *Premium Pay Pre-Approval Request* as shown in **Attachment 2**. Division managers shall plan in advance to estimate overtime due to shift scheduling, manpower shortage, or emergency work at each quarter.

- 6.6.1.2. All overtime pre-approvals and denials shall be documented. Exceptions to pre-approvals may be made during declared emergencies.
- 6.6.1.3. All overtime shall be requested by the employee and approval obtained from their supervisor, or designee, prior to performing the work, unless during emergency periods.
- 6.6.1.4. The pre-approval form can be used to list multiple employees for best planning. Planning should be done quarterly with complete justification. The total budgeted amount on the pre-approval form will be the basis for tracking – meaning that if one employee served more hours of overtime than another listed (due to illness, as an example), then the sick employee's budgeted overtime can be used to cover another employee's overtime pay.
- 6.6.1.5. All approved overtime for non-exempt employees shall be compensated in accordance with applicable Federal and state laws.
- 6.6.1.6. All approved overtime for exempt employees shall be compensated in accordance with GWA CCU Resolution No. 27-FY2021.
- 6.6.2. **Premium Pay Requests:** Premium pay request forms shall be used to request for payment of OT, ND and HW worked.
 - 6.6.2.1. Premium pay requests where pre-approvals were obtained, as shown in **Attachment 3**, must be signed by the employee, the employee's supervisor, and the Admin staff, and submitted to Payroll. Use one premium pay request form for each employee for each workweek.
 - 6.6.2.2. Premium pay requests where pre-approvals were not obtained, as shown in **Attachment 4**, must be signed by the employee, the employee's supervisor, the Admin staff, the division manager, the AGM, and/or the GM and certified by the CFO. Use one premium pay request form for each employee for each workweek.
- 6.6.3. **Premium Pay Rates:**
 - 6.6.3.1. **Overtime (1.5x):** Overtime hours are actual hours worked in excess of 40 hours in an administrative workweek , are subject to overtime pay laws, and are calculated by multiplying an employee's regular wage by 1.5 times. Overtime pay, at a rate of 1.5 times the employee's regular wage, is applicable only to non-exempt employees.
 - 6.6.3.2. **Overtime - Straight (1.0x):** Straight time overtime is actual hours worked beyond the standard 40-hour administrative workweek, but the overtime is calculated using the employee's regular (or straight) hourly rate as opposed to 1.5 times. This overtime-straight calculation primarily applies to exempt

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employees for whom GWA is reimbursed for the cost of said hours by a third party and Operations and Maintenance exempt employees when assuming the role of a non-exempt employee during scheduled days off or during a 2nd or 3rd shift. This rate will apply to non-exempt employees, when actual hours worked in a work week is less than 40 hours but when added together with the employee's sick or annual leave logged will exceed the standard 40-hour administrative work week.

- 6.6.3.3. **Overtime – Night Differential (ND-OT):** Night shift differential is a part of basic pay and is used as a basis for computing overtime pay, specifically for non-exempt employees. It shall be computed for each overtime workweek by taking the gross pay for all night differential earned divided by the total hours actually worked in the workweek (excluding any leave) resulting in a “regular rate for night differential.” Multiply this “regular rate for night differential” by 50% to get the “half time rate for overtime pay.”
- 6.6.3.3.1. **Example:** In Week 1, an overtime workweek, an employee's base hourly rate is \$16.02 and had the following hours: 32 hours of regular pay, 8 hours of holiday pay, 8 hours of overtime straight, 7 hours over overtime, and 6 hours of night differential. Gross pay for night differential is \$9.61. Take \$9.61 divided by 47 hours actual hours worked (32 regular + 8 hours OT (straight) + 7 hours OT) to get \$0.20 – the “regular rate for night differential.” Take \$0.20 and multiply this by 50% to get \$0.10. Multiply \$0.10 by 7 hours (47 actual hours worked less 40 hours) to get \$0.72 gross pay for ND-OT.
- 6.6.3.3.2. Due to the complexity of the calculations, ND-OT will not be required on any pre-approval forms or premium pay requests. Calculations will be done solely by Payroll once all time is pulled for processing. Certification and approval of ND-OT will be done by the CFO.
- 6.6.3.4. **Night Differential (0.10x):** Any employee (except General Manager, Assistant General Managers, Chief Financial Officer, and Legal Counsel) who works between the hours of 6:00 p.m. to 6:00 a.m. shall be entitled to night differential pay, calculated at the rate of their regular wage plus 10% for periods worked between the hours of 6:00 p.m. and 6:00 a.m., except as otherwise precluded by section 4.8 OR federal or Guam statute.
- 6.6.3.5. **Holiday Work (1.0x):** Employees who are required, because of an emergency or other reasons, to work on holidays (or their equivalent day) shall be paid at a rate equivalent to double their hourly rate of pay exclusive of any additional pay, except as otherwise provided by statute.
- 6.6.3.6. **Emergency Work (1.0x):** Any employee (except the General Manager, Assistant General Managers, Chief Financial Officer and Legal Counsel) required to remain on duty OR report to any GWA office, plant, premises, or duty station, OR assigned to report to OR perform any off-site duty or job during a declared emergency Condition of Readiness (COR) period, defined as COR 1 or COR 2 for typhoon or tropical storm readiness or response, OR any other emergency period as declared by the Governor,

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shall be granted administrative pay in addition to their regular wage to arrive at a rate equivalent to double their hourly rate of pay. This is exclusive of any additional pay, except as otherwise provided by statute.

6.6.4. **Premium Pay Computation:**

- 6.6.4.1. In determining the number of hours worked by an employee within a given workweek or work period, time spent off on annual, administrative, sick, compensatory time off, other leave (with or without pay), or holidays will not be counted as time worked. Such time off with pay shall be included in straight time pay, but is not included in computing whether a covered employee has worked in excess of 40 straight time hours in a workweek. Hours spent for meal break or break periods shall not be counted in the 40 regular hours in a workweek.
- 6.6.4.2. Any fraction of an hour of overtime worked shall be converted to the nearest 15 minutes.
- 6.6.4.3. Overtime shall be computed by multiplying the employee's base rate times the overtime rate determined in section 6.6.3. times the number of overtime hours.
- 6.6.4.4. Overtime (ND) shall be computed by multiplying the "half time rate for overtime pay" in 6.6.3.3. above by the number of overtime hours in the workweek. Overtime hours are the total number of hours worked beyond 40 hours.
- 6.6.4.5. Holiday work shall be computed by multiplying the employee's base rate times 1.0 times the number of holiday hours worked. Regular hours on an employee's work schedule shall be charged to a corresponding Holiday Pay (pay code #5) to complete the double pay. This is necessary to ensure that the employee's base hours are accounted for and are complete.
- 6.6.4.6. Night differential shall be computed by multiplying the employee's regular wage times 10% times the number of scheduled shift hours worked between the hours of 6:00 p.m. to 6:00 a.m.

6.6.5. **Night Differential:** Work performed between the hours of 6:00 p.m. and 6:00 a.m. Any employee (except General Manager, Assistant General Managers, Chief Financial Officer, and Legal Counsel) who works between the hours of 6:00 p.m. to 6:00 a.m. and as further defined and not precluded by section 4.8 shall be entitled to night differential pay.

- 6.6.5.1. If ND is part of an employee's work or shift schedule, pre-approval is not required. Employees claiming ND shall ensure the times are clearly stated in their manual timesheets or time logs.
- 6.6.5.2. If ND is to be claimed against overtime or holiday work, the times should be clearly identified in the *Premium Pay Request*.

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6.6.6. **Emergency OT Work:** Managers of each division shall arrange the work schedule of their division and their employees in such a way that overtime is not required except in emergencies. Emergencies are described below:

6.6.6.1. Where an established post of duty must be covered 24 hours per day, and an employee is not available to cover that post on a given shift.

6.6.6.2. When danger to life, health, or well-being of the public, employees, or other persons could occur if an employee is not required to be on duty or where danger to property is imminent.

6.6.6.3. Other situations where the Manager determines that the responsibilities prescribed for GWA cannot be accomplished unless overtime work is authorized.

6.6.6.4. Employees who work during emergency periods as declared by the Governor of Guam OR during any Condition of Readiness (COR) period, defined as COR 1 or COR 2, as declared by the Governor of Guam.

6.6.7. **Compensatory Time Off in Lieu of Overtime (CTO):** In the absence of any funds for overtime compensation, CTO shall be granted instead of overtime pay by mutual agreement between the employee and management before work is performed. The employee and management must agree in writing by utilizing the *Compensatory Time Off Request* as shown in **Attachment 5**. The form must be signed and approved before the work is performed by the employee, supervisor, appropriate AGM, and the GM, and certified by the CFO.

Employees and Supervisors should be monitoring time worked against approved CTO. Time worked shall be reported under the *Premium Pay Request (CTO)* shown in **Attachment 6**. Payroll will be responsible for recording charges to a designated pay code which will be reflected in the employee's pay stub as accrued CTO and available for review under the employee's ESS leave availability tile. When CTO is to be used, it should be charged against pay code #18.

6.6.8. **Unauthorized Work:** All OT work performed without the acknowledgement and approval of the Manager shall be considered unauthorized. Although employees may be compensated for unauthorized work performed, they may be subjected to progressive or adverse disciplinary action, including but not limited to suspension, demotion, or termination of employment as authorized by GWA's PR&R.

The Manager or Supervisor who knowingly allows the employee to be performing OT work without the required pre-approval and did not stop the employee from doing so, may be subjected to progressive or adverse disciplinary action, including but not limited to suspension, demotion, or termination of employment as authorized by GWA's PR&R.

6.6.9. **Deadlines:** By the close of business each Wednesday, all premium pay incurred in the previous week is due to ensure that employees are paid no later than the next pay period after the overtime work is performed. See table below for an example:

PPE	Week #	Dates	Due By	PPE Paid
10/05/24	1	09/22/24 to 09/28/24	Wed, 10/02/24	10/05/24

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10/05/24	2	09/29/24 to 10/05/24	Wed, 10/09/24	10/19/24
10/19/24	1	10/06/24 to 10/12/24	Wed, 10/16/24	10/19/24
10/19/24	2	10/13/24 to 10/19/24	Wed, 10/23/24	11/02/24

7.0 Document Approvals

Role	Position	Name of Approver	Approval Signature	Date Approved
Author	Controller	Sandra J. Santos	Approval on File	On File
Policy Owner	Chief Financial Officer (CFO)	Taling M. Taitano, CPA, CGFM, CGMA	Approval on File	On File
Final Approver	General Manager	Miguel C. Bordallo, P.E.	Page 1	Page 1

By existing Guam and Federal laws, the contents of this SOP were reviewed thoroughly by its Policy Owner and were found to be:

☒ appropriate for publication on the GWA website without compromising the security of GWA's system or the public's health and safety.

☐ not appropriate for publication on the GWA website because it might jeopardize the security of GWA's system or the public's health and safety.

8.0 Records of Revisions

All suggestions for improvement shall be directed to the Policy Owner indicated below. The Policy Owner will consider the input received, develop recommendations on how to address the suggestions, and obtain authorization to make the recommended changes. Updates, revisions, corrections, and waivers to this SOP shall be made in writing and approved by the GM.

8.1. Policy Owner: Chief Financial Officer

8.2. Authorization: General Manager

Effective Date	Revision Letter	Document Author	Description of Change
Page 1	B	Sandra J. Santos	Amendment of Policy/Procedure

9.0 References

9.1. GWA Policy No. GM-010, *Overtime*.

9.2. GWA Personnel Rules & Regulations

9.3. Fair Labor Standards Act (FLSA)

9.4. CCU - GWA Resolution No. 27-FY2021, Relative to Amending the GWA Overtime Policy

9.5. US DOL Fact Sheet #22

9.6. Memorandum from the CFO (concurring by the GM) Re: Deadline for Submittal of Overtime Timesheets, November 16, 2023

9.7. Memorandum from the GM Re: Time and Attendance SOP Update and Reminder, September 10, 2021

Premium Pay

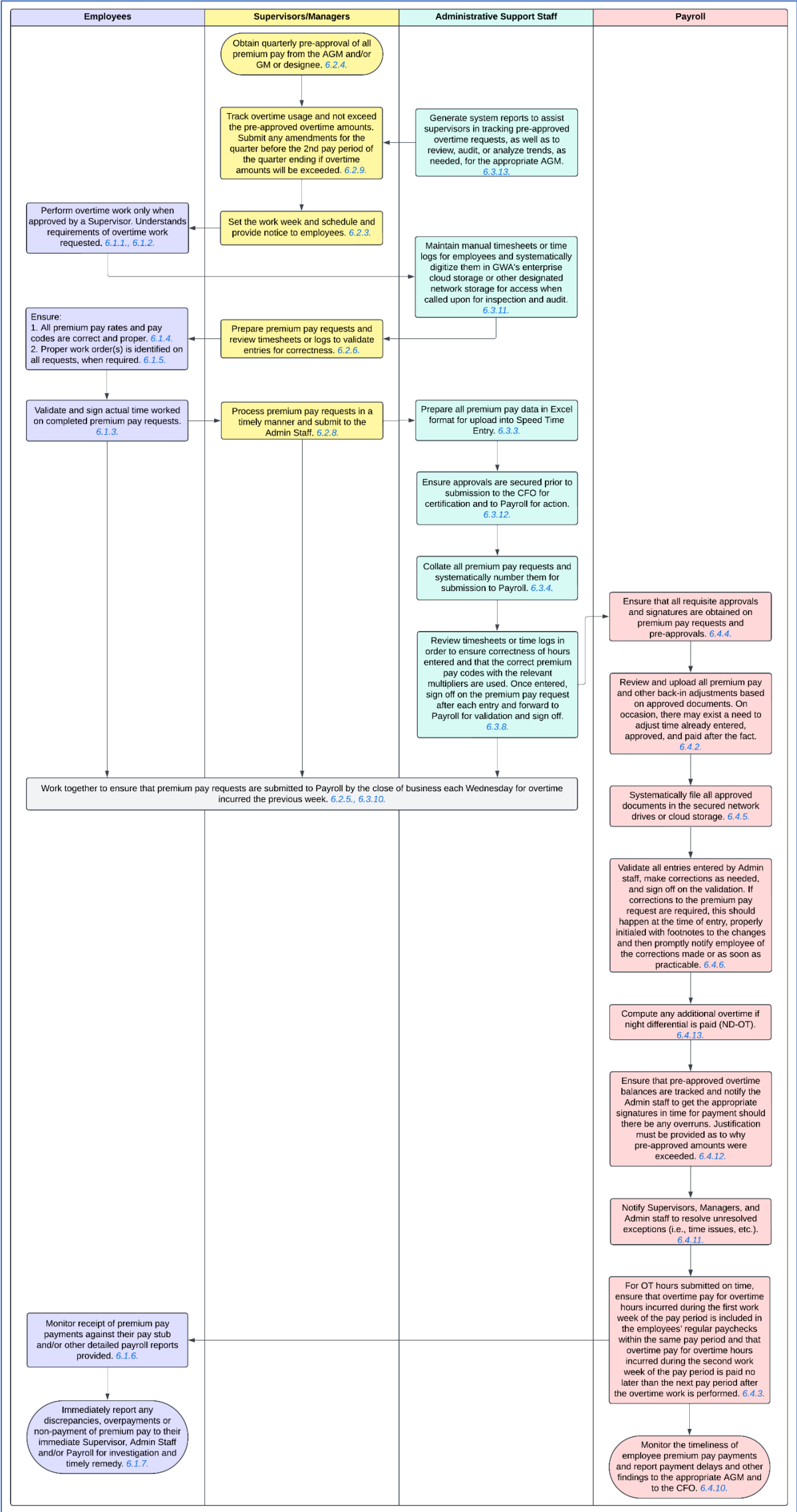
9.8. 22 GCA §3107, *Maximum Hours; Split Shifts*.

10.0 Disputes

10.1. If disputes arise about the interpretation of this SOP any inconsistency shall be resolved by giving precedence in the following order: (1) Federal Fair Labor Standards Act; (2) Guam Public Law governing Compensation of Public Employees and GWA's Personnel Rules; (3) GWA Personnel Rules & Regulations; (4) CCU Resolutions; (5) this SOP; (6) other Internal GM Policies and Internal Management Memorandum's.

Premium Pay

Attachment 1: Flowchart



GUAM
WATERWORKS
AUTHORITY

PREMIUM PAY

*** Justification:**

***Detail of justification**

***Division Manager:**

[Print, Sign and Date]


[illegible]

(Sign and Date)

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Premium Pay

Attachment 3: Premium Pay Request (with Pre-Approval)

		Suite 200, Gloria B. Nelson Public Service Building 688 Route 15 Mangilao, Guam 96913		<b style="color: red;">PREMIUM PAY PREMIUM PAY REQUEST (WITH PRE-APPROVAL)											
*Business Unit: _____ *Division / Section: _____ *Supervisor: _____ <div style="text-align: right; font-size: small;">[Print, Sign and Date]</div> *Employee signature: _____ <div style="text-align: right; font-size: small;">[Sign and Date]</div>		*Justification: _____ *If other, indicate here: _____ <div style="text-align: right; font-size: small;">*Detail of justification</div>													
*Reimbursable from contractor, individual or local or federal agency?												*If yes, indicate information:			
Emp No.	Employee Name	Exempt (Y/N)	Date Worked	Time In	Time Out	Meal Break (if any)	No. of Hours	Regular Pay Rate	Overtime Rate	Pay Code	ND Hours (275)	ND Rate	Cost	Work Order #	
Total															
*Materials Used			Unit Cost	Qty	Total	*Equipment Used					Equip No.		Rate/hr	Hrs	Total
Total Materials Cost					Total Equipment Cost										
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> *Pre- Approval Request No. </div> <div style="width: 50%;"> *Entered by: Enter Name and Title (Sign and Date) *Reviewed by: Enter Name and Title (Sign and Date) *PPE processed </div> </div>															


Premium Pay

Attachment 4: Premium Pay Request (without Pre-Approval)

PREMIUM PAY														
PREMIUM PAY REQUEST (WITHOUT PRE-APPROVAL)														
 <div style="margin-left: 10px;"> Suite 200, Gloria B. Nelson Public Service Building 688 Route 15 Mangilao, Guam 96913 </div>		<div style="text-align: right;"> *Justification: _____ *If other, indicate here: _____ <div style="text-align: right; color: red;">*Detail of justification</div> </div>												
		*Business Unit: _____												
		*Division / Section: _____												
		*Supervisor: _____ <div style="text-align: right; font-size: small;">[Print, Sign and Date]</div>												
*Employee signature: _____ <div style="text-align: right; font-size: small;">[Sign and Date]</div>														
<div style="display: flex; justify-content: space-between;"> <div>*Reimbursable from contractor, individual or local or federal agency?</div> <div>*If yes, indicate information:</div> </div>														
Emp No.	Employee Name	Exempt (Y/N)	Date Worked	Time In	Time Out	Meal Break (if any)	No. of Hours	Regular Pay Rate	Overtime Rate	Pay Code	ND Hours (275)	ND Rate	Cost	Work Order #
Total														
*Materials Used			Unit Cost	Qty	Total	*Equipment Used				Equip No.		Rate/hr	Hrs	Total
Total Materials Cost					Total Equipment Cost									
*Division Manager _____ <div style="text-align: right; font-size: small;">(Sign and Date)</div>					*Chief Budget Officer _____ <div style="text-align: right; font-size: small;">(Sign and Date)</div>									
*Assistant General Manager _____ <div style="text-align: right; font-size: small;">(Sign and Date)</div>					*Chief Financial Officer _____ <div style="text-align: right; font-size: small;">(Sign and Date)</div>									
*General Manager _____					*Payroll _____					*PPE processed				

Premium Pay

Attachment 5: Compensatory Time Off Request

	Suite 200, Gloria B. Nelson Public Service Building 688 Route 15 Mangilao, Guam 96913	<b style="color: red;">PREMIUM PAY COMPENSATORY TIME OFF REQUEST									
		*Justification: _____ *If other, indicate here: _____									
		*Detail of justification									
*Business Unit:	_____	_____									
*Division / Section:	_____	_____									
*Supervisor:	_____	_____									
	[Print, Sign and Date]	_____									
*Employee signature:	_____	_____									
	[Sign and Date]	_____									
<p>Section 7.405 of Personnel Rules and Regulations states that, in the absence of any funds for overtime compensation, compensatory time off (CTO) shall be granted in lieu of overtime pay only through a mutual agreement between the employee and management before work is performed. A record of this agreement must be kept with the GWA Payroll Office. The number of hours of overtime work shall be converted to CTO credit at the rate of 1 and 1/2 hours for each hour of overtime work, or portion of the hour consistent with Section 7.401 (Overtime Coverage).</p> <p style="color: red;">Signatures documented in this form signifies agreement to CTO accrual between the employee and management.</p>											
Emp No.	Employee Name	Exempt (Y/N)	Date	Time In	Time Out	No. of hours requested	Regular Rate	CTO Rate	Total estimated cost	Work Order or Job #	
Total											
*Division Manager						(Sign and Date)	*Chief Budget Officer				(Sign and Date)
*Assistant General Manager						(Sign and Date)	*Chief Financial Officer				(Sign and Date)
*Miguel C. Bordallo, P.E., General Manager						(Sign and Date)	*Payroll				(Print Name, Sign and Date)

Premium Pay

Attachment 7: Pay Codes, Pay Types, and Other Requirements

E1 Pay Code		To be Entered By	PC Description	Required Documentation
18	Compensatory Time Off (CTO) Taken	E	Time instead of overtime pay. An employee should have compensatory time balances in the E1 to take this leave.	Approved Compensatory Time Off Request
275	Night Differential Pay	E	Regular night differential work between the hours of 6 pm and 6 am.	
706	Night Differential Pay	E	For jobs or capital work orders between the hours of 6 pm and 6 am.	
200	Overtime (OT) Pay	AS/P	<p>Overtime pay at 1.5x rate to be used by Non-Exempt employees only</p> <ul style="list-style-type: none"> For time worked beyond 40 hours. Must be physically present for 40 hours during a work week to qualify. <p>Pre-approvals are required. Exceptions may be made for emergencies.</p>	<p>(1) Pre-approval (2) Approved timesheet for actual time worked</p> <p>To be entered by Admin Support in Excel and submitted to Payroll for upload to STE.</p>
201	OT (EXEMPT)	AS/P	<p>Overtime pay at 1.0x rate to be used by Exempt employees</p> <p>(1) For time worked beyond 40 hours by select exempt employees whether those 40 hours are physically worked or not. (2) For time worked beyond 40 hours by any non-exempt employee who was not physically present for 40 hours during a workweek.</p> <p>Pre-approvals are required. Exceptions may be made for emergencies.</p>	<p>(1) Pre-approval (2) Approved timesheet for actual time worked</p> <p>To be entered by Admin Support in Excel and submitted to Payroll for upload to STE.</p>
203	ND-OT (Night Differential-Overtime)	P	Night shift differential is a part basic pay and is used as a basis for computing overtime pay, specifically for non-exempt employees. It shall be computed for each overtime workweek by taking the gross pay for all night differential earned divided by the total hours actually worked in the workweek (excluding any leave) resulting in a "regular rate for night differential." Multiply this "regular rate for night differential" by 50% to get the "half time rate for overtime pay."	<p>To be computed by Payroll once time is pulled and processed and supported by a detailed scheduled by employee name pay period ending, Workweek #, half time rate for overtime pay and number of overtime hours.</p> <p>To be approved by the CFO and entered by Payroll.</p>

E = Employee (for time entered by employees required documents should be attached in E1> ESS> Leave Planning & Request)

S = Supervisor

AS = Administrative Staff

P = Payroll

Look for the latest updates on the employee intranet for new pay codes.

Premium Pay

Attachment 7: Pay Codes, Pay Types, and Other Requirements (Cont.)

E1 Pay Code		To be Entered By	PC Description	Required Documentation
205	Holiday OT	AS/P	Overtime pay at 1.5x rate to be used by Non-Exempt employees only To be used with Holiday Pay code #5 (admin pay). Must be physically present for 40 hours during a work week to qualify. Pre-approvals are required. Exceptions may be made for emergencies.	(1) Pre-approval (2) Approved timesheet for actual time worked To be entered by Admin Support in Excel and submitted to Payroll for upload to STE.
300	Holiday Work	AS/P	Holiday pay at 1.0x rate to be used with Holiday Pay code #5 (admin pay) Pre-approvals are required. Exceptions may be made for emergencies.	(1) Pre-approval (2) Approved timesheet for actual time worked. To be entered by Admin Support in Excel and submitted to Payroll for upload to STE.
302	Emergency Work (Scheduled)	AS/P	COR 2 or COR 1 - Use this code if any of the days during this COR <u>is</u> part of your regularly scheduled work week and you were required to remain on duty to provide essential services related to the typhoon or tropical storm or other emergency as declared by the Governor.	(1) Pre-approval and/or (2) Approved timesheet for actual time worked. To be entered by Admin Support in Excel and submitted to Payroll for upload to STE.
303	Emergency Work (Non-Scheduled)	AS/P	COR 2 or COR 1 - Use this code if any of the days during this COR <u>is not</u> part of your regularly scheduled work week and you were required to remain on duty to provide essential services related to the typhoon or tropical storm or other emergency as declared by the Governor.	(1) Pre-approval and/or (2) Approved timesheet for actual time worked. To be entered by Admin Support in Excel and submitted to Payroll for upload to STE.
304	Emergency OT (1.5x)	AS/P	COR 4 - Use this code for all hours worked beyond 40 hours in the work week and your work is directly related to the typhoon or tropical storm recovery efforts etc.	(1) Pre-approval and/or

E = Employee (for time entered by employees required documents should be attached in E1> ESS> Leave Planning & Request)

S = Supervisor

AS = Administrative Staff

P = Payroll

Look for the latest updates on the employee intranet for new pay codes.

Premium Pay

Attachment 7: Pay Codes, Pay Types, and Other Requirements (Cont.)

E1 Pay Code		To be Entered By	PC Description	Required Documentation
				(2) Approved timesheet for actual time worked. To be entered by Admin Support in Excel and submitted to Payroll for upload to STE.
305	Emergency OT (1.0x)	AS/P	COR 4 - Use this code for all hours worked if below 40 hours in the work week and your work is directly related to the typhoon recovery efforts OR for use with Exempt employees.	(1) Pre-approval and/or (2) Approved timesheet for actual time worked. To be entered by Admin Support in Excel and submitted to Payroll for upload to STE.
306	Emerg Hol Wk	AS/P		(1) Pre-approval and/or (2) Approved timesheet for actual time worked. To be entered by Admin Support in Excel and submitted to Payroll for upload to STE.
550	OT-Billable	AS/P	Overtime paid at 1.0x rate for Exempt employees and 1.5x rate for Non-Exempt employees to be used: (1) Upon the request of a contractor. (2) Upon the request by an O&M manager for work due to damages by a contractor or other third-party individual/company. (3) For time worked beyond 40 hours by an exempt employee whether those 40 hours are physically worked or not. (4) For time worked beyond 40 hours by a non-exempt employee who was not physically present for 40 hours during a workweek. Pre-approvals are required for scheduled work known in advance.	(1) Pre-approval (for scheduled work known in advance and for exempt employees) (2) Approved timesheet for actual time worked (3) Once paid, Payroll forwards copies to the Accounts Receivable section of Finance for billing to the contractor To be entered by Admin Support in Excel and submitted to Payroll for upload to STE.

E = Employee (for time entered by employees required documents should be attached in E1> ESS> Leave Planning & Request)

S = Supervisor

AS = Administrative Staff

P = Payroll

Look for the latest updates on the employee intranet for new pay codes.

Premium Pay

Attachment 7: Pay Codes, Pay Types, and Other Requirements (Cont.)

E1 Pay Code		To be Entered By	PC Description	Required Documentation
551	ST-Billable	AS/P	<p>Overtime paid at 1.0x rate to be used:</p> <ol style="list-style-type: none"> (1) Upon the request of a contractor. (2) Upon the request by an O&M manager for work due to damages by a contractor. (3) For time worked beyond 40 hours by an exempt employee whether those 40 hours are physically worked or not. (4) For time worked beyond 40 hours by a non-exempt employee who was not physically present for 40 hours during a workweek. <p>Pre-approvals are required for scheduled work known in advance.</p>	<ol style="list-style-type: none"> (1) Pre-approval (for scheduled work known in advance and for exempt employees) (2) Approved timesheet for actual time worked (3) Once paid, Payroll forwards copies to the Accounts Receivable section of Finance for billing to the contractor <p>To be entered by Admin Support in Excel and submitted to Payroll for upload to STE.</p>
552	HW-Billable	AS/P	<p>Holiday work paid at 1.0x rate to be used:</p> <ol style="list-style-type: none"> (1) Upon the request of a contractor. (2) Upon the request by an O&M manager for work due to damages by a contractor. (3) For time worked beyond 40 hours by an exempt employee whether those 40 hours are physically worked or not. (4) For time worked beyond 40 hours by a non-exempt employee who was not physically present for 40 hours during a workweek. <p>Pre-approvals are required for scheduled work known in advance.</p>	<ol style="list-style-type: none"> (1) Pre-approval (for scheduled work known in advance and for exempt employees) (2) Approved timesheet for actual time worked (3) Once paid, Payroll forwards copies to the Accounts Receivable section of Finance for billing to the contractor <p>To be entered by Admin Support in Excel and submitted to Payroll for upload to STE.</p>
553	ND-Billable	AS/P	<p>Night differential paid at 10% of base pay to be used:</p> <ol style="list-style-type: none"> (1) Upon the request of a contractor. (2) Upon the request by an O&M manager for work due to damages by a contractor. 	<ol style="list-style-type: none"> (1) Pre-approval (for scheduled work known in advance and for exempt employees) (2) Approved timesheet for actual time worked (3) Once paid, Payroll forwards copies to the Accounts

E = Employee (for time entered by employees required documents should be attached in E1> ESS> Leave Planning & Request)

S = Supervisor

AS = Administrative Staff

P = Payroll

Look for the latest updates on the employee intranet for new pay codes.

Premium Pay

Attachment 7: Pay Codes, Pay Types, and Other Requirements (Cont.)

E1 Pay Code		To be Entered By	PC Description	Required Documentation
			(3) For time worked beyond 40 hours by an exempt employee whether those 40 hours are physically worked or not. (4) For time worked beyond 40 hours by a non-exempt employee who was not physically present for 40 hours during a workweek. Pre-approvals are required for scheduled work known in advance.	Receivable section of Finance for billing to the contractor To be entered by Admin Support in Excel and submitted to Payroll for upload to STE.
820	CTA 1.0	P	Compensatory Time Accrual Used for tracking approved Compensatory Time Off (CTO) accrued hours instead of overtime pay by mutual agreement by the employee and the management before work is performed. A record of this agreement must be kept with the Payroll Office.	(1) Approved CTO agreement (2) Approved timesheet for actual time worked

E = Employee (for time entered by employees required documents should be attached in E1> ESS> Leave Planning & Request)

S = Supervisor

AS = Administrative Staff

P = Payroll

Look for the latest updates on the employee intranet for new pay codes.

Premium Pay

Attachment 8: Checklist for Administrative Support Staff

Gloria B. Nelson Public Service Bldg.
688 Route 15
Mangilao, Guam 96913
asantos@guamwaterworks.org

PREMIUM PAY
CHECKLIST FOR ADMINISTRATIVE
SUPPORT STAFF

Preparer Name:		Date:	
Check if Completed	Section No.	Description	Notes/Comments
✓	6.3.1	Liaise between employee, supervisor, and division manager for the AGM to ensure that pre-approvals and/or premium pay requests (without pre-approvals) are complete, accurate and well supported with requisite documents, if any, before submission to the AGM for approval.	
	6.3.2	Access division reports providing support to employees following up on premium pay payments and collaborating with managers/supervisors when needed.	
	6.3.3	Prepare all premium pay data in Excel format for upload into Speed Time Entry.	
	6.3.4	Collate all premium pay requests and systematically number them.	
	6.3.5	Ensure proper numbering for pre-approvals for best tracking.	
	6.3.6	Have an understanding of how premium pay is computed, including overtime, holiday work, night differential, and CTO.	
	6.3.7	Have an understanding of how the Speed Time Entry module in Payroll works.	
	6.3.8	Review timesheets or time logs to ensure the hours entered are correct and the appropriate premium pay codes with the relevant multipliers are used.	
	6.3.8	Once entered, sign off on the premium pay request after each entry.	
	6.3.8	Forward to Payroll for validation and sign off.	
	6.3.9	Provide additional support to Payroll should the need arise due to extenuating circumstances (i.e., disasters, system issues, etc.).	
	6.3.10	Work with respective division head to ensure that premium pay requests, especially for non-exempt employees, are submitted to Payroll by the close of business each Wednesday for overtime incurred the previous week.	

Premium Pay

Attachment 8: Checklist for Administrative Support Staff (Cont.)

Checklist For Administrative Support Staff

	6.3.11	Maintain manual timesheets or time logs for employees and systematically digitize them in GWA's enterprise cloud storage or other designated network storage for access when called upon for inspection and audit.	
	6.3.12	Coordinate premium pay requests and pre-approvals with supervisors, managers, and executive management	
	6.3.12	Ensure approvals are secured prior to submission to the CFO for certification and to Payroll for action.	
	6.3.13	Generate system reports to assist supervisors in tracking pre-approved overtime requests, as well as to review, audit, or analyze trends, as needed, for the appropriate AGM.	
	6.6.9	By the close of business each Wednesday, all premium pay incurred in the previous week is due to ensure that employees are paid no later than the next pay period after the overtime work is performed.	

Premium Pay

Attachment 9: Checklist for Payroll Staff

Gloria B. Nelson Public Service Bldg.
688 Route 15
Mangilao, Guam 96913
ssantos@guamwaterworks.org

**PREMIUM PAY
CHECKLIST FOR PAYROLL STAFF**

Preparer Name:		Date:	
Check if Completed	Section No.	Description	Notes/Comments
✓	4.11	Publish the pay periods and corresponding pay dates before the beginning of a calendar year.	
	6.4.1	Manage the premium pay process with the various Admin staff – gathering and organizing documentation, etc.	
	6.4.2	Review and upload all premium pay and other back-in adjustments, including overtime, adjustment to time entries, etc. based on approved documents. On occasion, there may exist a need to adjust time already entered, approved, and paid after the fact.	
	6.4.3	Ensure that overtime pay for overtime hours incurred during the first work week of the pay period is included in the employees' regular paychecks within the same pay period and that the overtime pay for overtime hours incurred during the second work week of the pay period is paid no later than the next pay period after the overtime work is performed.	
	6.4.4	Ensure that all requisite approvals and signature are obtained on premium pay requests and pre-approvals prior to payment.	
	6.4.5	Systematically file all approved documents in the secured network drives or cloud storage.	
	6.4.6	Validate all entries entered by Admin staff, make corrections as needed, and sign off on the validation. If corrections to the premium pay request are required, this should happen at the time of entry, properly initial with footnotes to the changes.	
	6.4.6	Promptly notify employee of the corrections made or as soon as practicable.	
	6.4.7	Provide training to Admin staff on how to compute for premium pay and how to use the Speed Time Entry module in E1.	

Premium Pay

Attachment 9: Checklist for Payroll Staff (Cont.)**Checklist For Payroll Staff**

	6.4.8	Provide a list of premium pay codes with the relevant multipliers and notify Admin staff of any additions or changes.	
	6.4.9	Update all relevant premium pay forms (i.e., premium pay requests, CTO requests, premium pay pre-approvals, etc.) and provide guidance to all stakeholders of its changes.	
	6.4.10	Monitor the timeliness of employee premium pay payments and report payment delays and other findings to the appropriate AGM and to the CFO.	
	6.4.11	Notify Supervisors, Managers, and Admin Staff to resolve unresolved exceptions.	
	6.4.12	Ensure that pre-approved overtime balances are tracked and notify the Admin Staff to get the appropriate signature in time for payment should there be any overruns. Justification must be provided as to why pre-approved amounts were exceeded.	
	6.4.13	Compute any additional overtime if night differential is paid.	
	6.6.7	In the absence of any funds for overtime compensation, CTO shall be granted instead of overtime pay by mutual agreement between the employee and management before work is performed. Payroll will be responsible for recording charges to a designated pay code which will be reflected in the employee's pay stub as accrued CTO and available for review under the employee's ESS leave availability tile.	
	6.6.9	By the close of business each Wednesday, all premium pay incurred in the previous week is due to ensure that employees are paid no later than the next pay period after the overtime work is performed.	