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## **NAVSUPPACT NAPLES POLICY FOR ON-CALL, OVERTIME, CALL-BACK OVERTIME AND LEAVE WITHOUT PAY FOR LOCAL NATIONALS**

The U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, objective for on-call, overtime, call-back overtime and leave without pay (LWOP) is to ensure that procedures required by the instructions, regulations and the Condition of Employment (COE) for Local National (LN) employees are accurately followed.

### **RESPONSIBILITIES**

The purpose of the DD Form 577 is to maintain records of certifying and accountable officers' appointments, and also termination of those appointments. The information on this form will also be used for identification purposes associated with certification of documents. All completed DD Form 577s will be sent to the Payroll Office.

The Executive Officer (XO) is the only appointing authority for Department Heads (DHs). DHs will be appointed by the XO on a DD Form 577. They will have the authority/responsibility to certify time cards, approve annual leave, administration leave, sick leave and permissive leave. Some DHs, at the discretion of the XO, may also serve as the authority for approving overtime and call-back overtime. All these delegated authorities must be specified on the DD Form 577 block 14.

DHs are the appointing authority for supervisors. Supervisors will be appointed by the DH on a DD Form 577. Supervisors have the authority/responsibility to certify time cards, approve annual leave, administration leave, sick leave and permissive leave. All these delegated authorities must be specified on the DD Form 577 block 14. Supervisors are not authorized to approve on-call, overtime, and call-back overtime.

### **POLICY**

On-Call. Employees assigned to maintenance, repair, or other essential support and operational functions may be scheduled for on-call duty and required to respond to calls to perform emergency work outside regularly scheduled hours of duty. The employee on-call should be available at any time to reach the duty post within a reasonable time limit. No on-call allowance will be paid to employees who are not available for work when called or who could not be reached. On-call duty periods are 12 hours each from 1800 to 0600 hours and from 0600 to 1800 hours. No on-call duty will be scheduled for employees on annual leave, sick leave or compulsory maternity leave. In addition to the on-call duty allowance, compensation is paid for the actual work performed i.e. for the hours and for minutes of work, rounded up to the nearest quarter hour. Employees who worked overtime between 2200 and 0600 hours may elect to have their following workday reduced by the same number of hours actually worked, in this case compensation for work performed is limited to the applicable pay supplements and differentials.

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DHs will establish on-call duty rosters based on departmental need, and recommend assignment of employees to on-call duty. The roster should indicate the percentage of on-call status recommended for each employee. If that premised percentage is not observed during the month, a written justification, in memo format, must be attached to the time card. Departments are required to keep an on-call allowance, overtime and call-back overtime log.

DHs will sign on-call logs and conduct on-call roster reviews each quarter to determine the continued need for on-call personnel assignment. Each DH will verify the need for continued on-call status and provide a consolidated summary of departmental on-call hours performed, rounded to the nearest 15 minutes, for each on-call designated person. A reviewed or updated on-call roster, along with the consolidated departmental summary, will be forwarded to the Command Manpower Management Analyst for review and forwarded to Payroll. Payroll is not authorized to deviate from the approved roster without a letter from the Commanding Officer (CO). The Command Manpower Management Analyst will solicit on-call payment reports from Payroll and inform the XO of any discrepancies between authorized on-call personnel and those actually receiving on-call allowances.

Overtime. The NAVSUPPACT Naples policy is "no overtime"; therefore, justification is required for exceptions. Upon request, DHs will provide a consolidated monthly report of the department's overtime, broken out by employee to the XO. Overtime authorizations will normally be approved in accordance with COMNAVREGEURAFCENT NOTICE 7040 but no lower than two supervisory levels above the impacted employee. Overtime requests can be submitted, in advance, in the GERIP electronic timecard system **ONLY** by the supervisor. If the overtime request concerns a previous consolidated pay cycle, the Payroll Office requires a NAVCOMPT Form 2282. In emergency situations, overtime may be approved by the DH and then followed up with the proper request for approval the next regular workday. The above procedure will also be followed for work performed on Italian holidays and on Sunday outside of the scheduled work week. In emergency situations, the requestor will document work performed after the event, on the next regular work day, by adding a note in the OT electronic request. The form should list the name(s) of employees who worked overtime, the type of overtime, the number of hours or fraction actually worked and the date overtime was accrued. After the last employee is listed, the form should be crossed out and closed, or clearly state "and no further entries". Justification is mandatory and should clearly describe a real necessity.

**NOTE:** If the request is not approved in advance, add justification for approval after the fact. The requestor signature cannot be the same as the approving authority.

Call-Back Overtime. Employees may be required to work overtime on a non-workday, or after departure from the work site. In these cases, if they are required to return to the work site, the employee is entitled to a minimum of three hours overtime pay, even when time of actual work is less than three hours. Call-Back overtime is considered unscheduled overtime. For this reason, the GERIP electronic time card should contain all the correct information for DH approval. DHs will authorize the minimum of three hours of call-back overtime only if the employee returns to his/her worksite to perform the work. Immediately after the event of call-back overtime, the supervisor should submit the request in the electronic time card system, following the guidelines provided in this policy in reference to overtime work with the following exceptions:

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1. The electronic time card must specify call-back overtime.
2. The electronic time card must reflect the exact duration of the time worked, even if less of three hours.
3. In order to be paid for the three hours of call-back overtime, the employee is required to return to the work place. If the work is not performed at the work place, (*i.e.* by phone, computers or at home) the overtime will be paid only for the time effectively worked.

**NOTE.** The Payroll Office will not pay any allowances if this procedure is not followed.

Leave Without Pay. LWOP is a period of authorized absence in a non-pay status at the request of the employee. In addition to the cases provided for by law, LWOP up to a maximum of one year may be granted on a case-by-case basis, and after all annual leave and permissi leave options have been taken by the requestor. **LWOP for less than 30 days may be approved by the employee's direct supervisor using the electronic timecard system. LWOP in excess of 30 days requires CO approval.**

Cases of LWOP provided for by law are identified in the COE. In some instances, the law authorizes periods of LWOP longer than one year. LWOP will be granted in the following circumstances; when supported by proper documentation, in order to comply with contractual obligations or legal requirements:

1. To care for sick relative(s) per COMNAVREGEURINST 12630.2, and in other special cases listed in Article 22, paragraph 9(b), of the COE.
2. To fulfill political or labor union commitments per COMNAVREGEURINST 12630.2.

LWOP must be requested on an SF-52 for periods of more than 30 days. All requests must be submitted to the servicing HRO for processing.

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