



EXECUTIVE CHAMBERS

HONOLULU

NEIL ABERCROMBIE
GOVERNOR

April 2, 2012

ADMINISTRATIVE DIRECTIVE NO. 12-04

TO: All Department Heads

SUBJECT: Authorization of Overtime Work Policy Statement

Discussion:

This Administrative Directive sets general managerial guidelines that are in the best interest of the State for practices related to the authorization of overtime work.

As Governor and Chief Executive of the State, I expect Department Heads to consistently find ways to economically and efficiently manage State operations. A component of this is the State's overall philosophy for authorizing overtime work. When left unchecked, the authorization of overtime work can contribute to an unnecessary burden on State operations and resources that erodes the type and level of public services the State provides.

Department Heads are responsible for properly administering overtime work within their particular organizations. With respect to the authorization of overtime, Department Heads or their designees shall:

- Be judicious and carefully evaluate if a legitimate business reason exists for each instance of overtime work;
- Consider potential alternatives to accomplishing work in a more cost effective manner in lieu of overtime work;
- Pre-approve and properly schedule/direct all overtime work;
- Continuously monitor the overtime work trends of each workplace to ensure that overtime work is appropriate and to avert instances of excessive overtime work that pose unacceptable risk to employees and/or the public; and
- Immediately investigate cases of possible unapproved and/or misused overtime work and take appropriate corrective action, as needed.

With the objective of continuously improving efficiency in government operations, department directors and managers are encouraged to:

- Annually review overtime expenditures and analyze opportunities for reducing overtime going forward;
- Review and update processes for requesting, approving, and accounting for overtime; and
- Implement guidelines and procedures that are intended to safeguard against overtime abuse and/or improve management oversight.

Policy:

Department Heads shall promulgate internal policies and procedures to ensure their authorization of overtime adheres to the above requirements and may consult the Department of Human Resources Development and the Department of the Attorney General for advice, as needed.

NEIL ABERCROMBIE
Governor, State of Hawai'i