



Arkansas Department of Military

Cabinet Secretary - Brigadier General Olen Chad Bridges,
The Adjutant General

Policy Title: Overtime and Compensatory Leave Time Policy

Policy Number: 12

Authority: Office of Personnel Management (OPM) Policy Title: Overtime and Compensatory Time (FLSA), Policy Number: 28, Ark. Code Ann. §12-61-106, §§ 19-4-1612 and 21-5-214, The Fair Labor Standards Act.

Effective Date: June 1, 2023

I. PURPOSE:

The purpose of the policy is to supplement OPM Policy Number: 28 by establishing a process to request designation for eligibility to receive overtime compensation through the Arkansas Department of Military (DOTM) Human Resource Office and to require prior approval within the DOTM for overtime and compensatory time.

II. POLICY:

1. Designation for eligibility requested in accordance with OPM Policy Number: 28 will be routed through the DOTM Human Resource Office for coordination and routing to the Office of Personnel Management.
2. As stated in OPM Policy Number: 28, overtime pay is the least desirable way of compensating an employee for overtime work and only used for the continued effective operations of the agency. Overtime pay requires the prior approval of the DOTM Chief of Staff, or designee, and the directorate head of the employee, or designee.
3. In addition to the prior approval from the employee's supervisor to earn compensatory time requirement in OPM Policy Number: 28, the prior approval of the DOTM Chief of Staff, or designee, and the directorate head of the employee, or designee, is required.