



DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
ATLANTA, GA 30308

March 26, 2008

WAGE AND INVESTMENT DIVISION

MEMORANDUM FOR ALL DATA CONVERSION OPERATIONS EMPLOYEES

FROM: Mary L. Barrios /s/ Mary L. Barrios
Operations Manager, Data Conversion

SUBJECT: Overtime

In order to meet processing timeframes, we will occasionally offer overtime to employees in the Operation. It is imperative that the overtime worked be productive. To minimize problems that may arise and provide answers to some frequently asked questions, the following expectations for working overtime have been established.

1. Employees currently under written documentation for performance deficiencies or who have not met the training curve standards on programs being worked on overtime will not be offered overtime.
2. SCRIPS employees with the appropriate ISRP skill code who otherwise qualify for overtime will be offered overtime to process work in ISRP-SP/RP.
3. Employees working overtime are expected to perform at the same level as during regular work time. All work is subject to quality review.
4. Employees are encouraged to use their breaks and lunch periods to make non-emergency telephone calls, etc. Phone calls or absences from the work area during overtime should be limited to emergency situations only.
5. Employees on leave for their entire tour of duty when overtime is offered will not be called and offered overtime for that day.
6. Volunteering for overtime is a commitment you choose to make. It is your responsibility to make adequate accommodations to enable you to work the overtime you sign up for. The overtime hours offered for Data Conversion Operation are:
 - a. Dayshift
 1. Monday thru Friday - between 5:30 a.m. and 4:00 p.m. (limit to 2 hours of overtime daily), or 5:00 p.m. and 3:30 a.m., if terminals are available.
 2. Saturday/Sunday - between 5:30 a.m. and 4:00 p.m. (limit to 10 hours) or 5:00 p.m. and 3:30 a.m., if terminals are available.

b. Nightshift

1. Monday thru Friday - between 5:00 p.m. and 3:30 a.m. (limit to 2 hours of overtime daily) or 5:30 a.m. and 4:00 p.m., if terminals are available.
2. Saturday/Sunday - between 5:00 p.m. and 3:30 a.m. (limit to 10 hours) and 5:30 a.m. and 4:00 p.m., if terminals are available.

c. Part-time employees may work extra hours during this period. Work performed in excess of 8 hours in a day by employees on a Monday-Friday part-time TOD, is considered overtime. For employees on a Saturday/Sunday only TOD, work in excess of 10 hours in a day is considered overtime. For employees on either TOD, work in excess of 40 hours in a week is considered overtime.

d. Employees may work up to the allocated number of hours per pay period, normally 2 hours Monday – Friday and/or up to 10 hours on Saturday, Sunday, and their off-day.

NOTE: Overtime may be discontinued at anytime, therefore, it is to your advantage to work the overtime as early as possible. If additional overtime becomes available, you will be notified.

Overtime is necessary during this period of time to ensure work is processed timely and a quality product is delivered. In order to make efficient use of this time, it must be used wisely. A **tentative** schedule of overtime currently offered for the months of April and May in ISRP-SP/RP is attached, but actual workload will determine the overtime available. If Sunday overtime is needed, hours offered would be the same as the Saturday overtime.

Please sign up for the number of hours you are available and we will count on you working those hours. If your schedule changes, inform your manager.

attachment

Employee Name: _____
 Organization: _____

Overtime Survey for 1040/RP Peak

Tentative hours offered: Sunday thru Saturday

Maximum hours per day - 10 hrs Saturday-Sunday, 2 hrs Mon-Fri

Due to workload and resource impact, overtime may be discontinued at any time.

Hours per day may also be extended if needed.

Maximum hours:

Pay period 7 – RP=10

Pay period 8 – RP=30 SP=40

Pay period 9 SP = 8

DATE OVERTIME	HOURS YOU WILL WORK		TOTAL OVERTIME HOURS
	FROM:	TO:	
P/P 7			
*MON MARCH 31	_____	_____	_____
*TUE APRIL 1	_____	_____	_____
*WED APRIL 2	_____	_____	_____
*THU APRIL 3	_____	_____	_____
*FRI APRIL 4	_____	_____	_____
*SAT APRIL 5	_____	_____	_____
*SUN APRIL 6	_____	_____	_____
*MON APRIL 7	_____	_____	_____
*TUE APRIL 8	_____	_____	_____
*WED APRIL 9	_____	_____	_____
*THU APRIL 10	_____	_____	_____
*FRI APRIL 11	_____	_____	_____
**SAT. APRIL 12	_____	_____	_____
P/P 8			
**SUN. APRIL 13	_____	_____	_____
MON. APRIL 14	_____	_____	_____
TUE. APRIL 15	_____	_____	_____
WED. APRIL 16	_____	_____	_____
THU. APRIL 17	_____	_____	_____
FRI. APRIL 18	_____	_____	_____
SAT. APRIL 19	_____	_____	_____
* SUN. APRIL 20	_____	_____	_____
MON. APRIL 21	_____	_____	_____
TUE. APRIL 22	_____	_____	_____
WED. APRIL 23	_____	_____	_____
THU. APRIL 24	_____	_____	_____

FRI. APRIL 25 _____
SAT. APRIL 26 _____

P/P 9

*SUN. April 27 _____
MON. April 28 _____
TUE. April 29 _____
WED. April 30 _____
THU. MAY 1 _____
* FRI. MAY 2 _____
*SAT MAY 3 _____
*SUN MAY 4 _____
*MON MAY 5 _____
*TUE MAY 6 _____
*WED MAY 7 _____
*THU MAY 8 _____
*FRI MAY 9 _____
*SAT MAY 10 _____

***Tentative hours offered**

****ISRP/RP ONLY (10 hours each day)**