HRDG 4500a - APHIS Imports and Exports Overtime Interpretation - Section E

Last Modified:

Supplement 4500A
APHIS Imports & Exports Overtime Interpretation
Section E - Scheduled Sunday Shift

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SCHEDULED SUNDAY SHIFT
Scheduled Shift

Example 1:

Officer works a scheduled Sunday overtime shift from 0800-1630.The officer takes a 30-minute unpaid lunch break.

OVERTIME BEGIN	END	NO CTT	1/2 CTT	FULL CTT	REG OT HOURS	SUN OT HOURS

Scheduled Overtime	0800	1630	X		8

Rationale:

The provision for full CTT in conjunction with a scheduled Sunday overtime shift is found in **APHIS Directive 402.3** (46.44 KB), section V, paragraph G., and Attachment 3, paragraph F.2.a.

Example 2:

FOR FUTURE USE

Example 3:

Officer is scheduled to work Sunday 0800 - 1630. The officer reports feeling ill and leaves at 0845.

SUNDAY WORK	NO CTT	1/2 CTT	FULL CTT	SUNDAY OT HOURS (at double time rates)
0800-0845			X	2

Rationale:

Officer is entitled to a 2-hour minimum at the Sunday overtime rate plus full CTT as per **APHIS Directive 402.3**, section V, paragraph C.1.

SCHEDULED SUNDAY SHIFT
Call Out Prior to Beginning of Sunday Shift

Example 4:

Officer works a scheduled Sunday overtime shift from 0800-1630. The officer takes a 30-minute unpaid lunch break.

On the same Sunday, in addition to the scheduled Sunday overtime shift, the officer works the following assignment.

ASSIGNMENT	ETA	ATA	END	1/2 CTT	FULL CTT	REG OT HOURS	SUN OT HOURS

Aircraft	0630	0630	0730	X			2
Scheduled Overtime		0800	1630		X		8

Rationale:

APHIS Directive 402.3, section V, paragraph G., and Attachment 3, paragraph F.2.a., state that the Sunday shift is a distinct entity by the fact that it is scheduled overtime and provides for the entitlement of CTT. Entitlements for call outs prior to, or after, the scheduled overtime (Sunday shift) are independent from the entitlements for the scheduled overtime and are therefore guided by **APHIS Directive 402.3**, Attachment 2, paragraph A.1., and 2. The July 6, 1987 memorandum from G. Robertson, HRD, to A. Finamore, reinforces and clarifies these entitlements.

SCHEDULED SUNDAY SHIFT
Call Out After the End of Sunday Shift

Example 5:

Officer works a scheduled Sunday overtime shift from 0800-1630. The officer takes a 30-minute unpaid lunch break.

On the same Sunday, in addition to the scheduled Sunday overtime shift, the officer works the following:

ASSIGNMENT	ETA	ATA	END	NO CTT	FULL CTT	REG OT HOURS	SUN OT HOURS
Scheduled Overtime		0800	1630		X		8
Aircraft	1645	1645	1745	X			2

Rationale:

APHIS Directive 402.3, section V, paragraph G, and Attachment 3, paragraph F.2.a., state that the Sunday shift is a distinct entity by the fact that it is scheduled overtime and provides for the entitlement of CTT. Entitlements for call outs prior to, or after, the scheduled overtime (Sunday shift) are independent from the entitlements for the scheduled overtime and are therefore guided by

APHIS Directive 402.3, Attachment 2, paragraph A.1. and 2. The July 6, 1987 memorandum from G. Robertson, HRD, to A. Finamore, reinforces and clarifies these entitlements.

Example 6:

Officer works a scheduled Sunday overtime shift from 0800-1630. The officer takes a 30-minute unpaid lunch break.

On the same Sunday, in addition to the scheduled Sunday overtime shift, the officer works the following:

ASSIGNMENT	ETA	ATA	END	1/2 CTT	FULL CTT	REG OT HOURS	SUN OT HOURS
Scheduled Overtime		0800	1630		X		8
Aircraft	1705	1705	1805	X			2

Rationale:

APHIS Directive 402.3, section V, paragraph G., and Attachment 3, paragraph F.2.a., state that the Sunday shift is a distinct entity by the fact that it is scheduled overtime and provides for the entitlement of CTT. Entitlements for call outs prior to, or after, the scheduled overtime (Sunday shift) are independent from the entitlements for the scheduled overtime and are therefore guided by **APHIS Directive 402.3**, Attachment 2, paragraph A.1. and 2. The July 6, 1987 memorandum from G. Robertson, HRD, to A. Finamore, reinforces and clarifies these entitlements.

Example 7:

Officer is scheduled to work Sunday overtime shift from 0800-1630. Since no additional planes are due until after 1630, officer is sent home at 1430. The officer takes a 30-minute unpaid lunch break. The same officer who was sent home early from scheduled overtime, works the following:

ASSIGNMENT	ETA	ATA	END	NO CTT	1/2 CTT	FULL CTT	REG OT HOURS	SUN OT HOURS

Scheduled Overtime	0800 1430	x	6
Aircraft	1635 1635 1735	x	2

Rationale:

Even though the employee was scheduled to work 0800-1630, with an unpaid 30-minute lunch break, his/her tour officially ended upon dismissal at 1430. The employee is compensated for the actual time worked - being guaranteed at least a 2-hour minimum - plus the appropriate CTT as stated in **APHIS Directive 402.3**, section V, paragraph C. Additional entitlements due under any subsequent call out period are now based upon the 1430 time designating the end of the TOD. Therefore, in accordance with **APHIS Directive 402.3**, Attachment 2, paragraph A.2., the entitlement for the additional aircraft at 1635 is a 2-hour minimum plus full CTT.

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