



State of Vermont
Agency of Administration
Office of the Secretary
Pavilion Office Building
109 State Street, 5th Floor
Montpelier, VT 05609-0201
www.aoa.vermont.gov

[phone] 802-828-3322
[fax] 802-828-3320

Susanne R. Young, Secretary

To: Agency and Department Heads
cc: Business Managers, Payroll Delegates, the Department of Human Resources
From: *SR* Susanne Young, Secretary of Administration
Date: March 20, 2020
Subject: Temporary Blanket Waiver of Prohibition Against Cash Overtime for Designated Managers and Supervisors in Pay Grades 25 and above

In light of the extraordinary demands upon State employees in responding to the State of Emergency declared by the Governor related to the COVID-19 pandemic, the prohibition against overtime pay for designated managers and supervisors in pay grades 25 and above is hereby temporarily waived for work related to the COVID-19. Accordingly, for this period, designated managers and supervisors in pay grades 25 and above may receive cash compensation for overtime (pay), and are not limited to receiving compensatory time for work beyond their regular schedules for which the payment of overtime has been appropriately authorized by Appointing Authority. Thus, these employees may code appropriately authorized COVID-19 related overtime for cash payment (CASH) on their timesheets using class code 81000. Finance & Management will issue more detailed guidance shortly regarding the coding of COVID-19 attributable overtime.

This Directive temporarily supersedes my Directive dated August 7, 2017 addressing the issue of overtime compensation for designated managers and supervisors in pay grades 25 and above (copy attached).



