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*Kristin L. Clouser, Secretary*

TO: Agency and Department Heads  
CC: Business Managers, Payroll Delegates, and Department of Human Resources  
Commissioner Beth Fastiggi  
FROM: Douglas Farnham, Deputy Secretary of Administration  
DATE: July 14, 2023  
SUBJECT: Temporary Blanket Waiver of Prohibition Against Cash Overtime for Designated  
Managers and Supervisors in Pay Grades 25 and Above

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In light of the extraordinary demands upon State employees in responding to the State of Emergency declared by the Governor related to the flooding which began on July 9, 2023, the prohibition against overtime pay for designated managers and supervisors in pay grades 25 and above is hereby temporarily waived for work directly related to emergency response or recovery.

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 their Appointing Authority. Thus, these employees may code appropriately authorized flood response or recovery related overtime for cash payment (CASH) on their timesheets using class code 80025 with the class description "Flood July 2023". See the July 11, 2023 guidance from the Department of Finance & Management regarding the coding of flood response or recovery attributable overtime.

This Directive temporarily supersedes the Directive dated June 30, 2022 addressing the issue of overtime compensation for designated managers and supervisors in pay grades 25 and above.

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