



# At a Glance

## Why We Did This Review

On April 9, 2014, a member of the U.S. Senate requested the U.S. Environmental Protection Agency's (EPA's) Office of Inspector General (OIG) to provide clarification on the process used to determine and track overtime compensation for EPA employees. The Senator requested that the OIG examine whether the agency: (1) properly documents how overtime is distributed and identify the process that is used, (2) has a specific breakdown of activities for employees who received overtime during the last 2 fiscal years, and (3) has an effective means to ensure employees are not compensated overtime for travel. As part of our agency audit, we conducted an audit of the OIG's compliance with applicable overtime policies.

## This report addresses the following OIG goal:

- *To be responsible stewards of taxpayer dollars.*

Send all inquiries to our public affairs office at (202) 566-2391 or visit [www.epa.gov/oig](http://www.epa.gov/oig).

The full report is at:  
[www.epa.gov/oig/reports/2015/20150204-15-B-0075.pdf](http://www.epa.gov/oig/reports/2015/20150204-15-B-0075.pdf)

## EPA OIG Not Fully Compliant With Overtime Policies

### What We Found

The OIG did not always use the EPA Form 2560-7, *Request for Authorization of Overtime Work*, for overtime requests and authorization as required by *EPA Pay Administration Manual 3155*. Also, the OIG did not always comply with the *OIG Policy 323, Time and Attendance Reporting Policy*, pertaining to the use of the planned timesheet for the advance approval of overtime. This occurred because:

- Management did not provide oversight to ensure compliance with policies pertaining to the authorization of overtime.
- OIG policies were not clear on the use of the EPA authorization form for overtime requests versus the use of the planned timesheets for advance approval of overtime.
- There was no oversight or emphasis by management to ensure planned timesheets were submitted and approved in advance.

Also, the OIG did not retain the EPA authorization forms supporting the overtime requests.

As a result of the issues noted, the OIG may have incurred overtime charges without proper authorization, may have made after-the-fact approvals, and did not comply with records management requirements.

### Recommendations and Planned Corrective Actions

We recommend that the Deputy Inspector General: (1) revise OIG policy to clarify EPA overtime authorization requirements and appropriate levels of approval and stipulate use of EPA Form 2560-7 for overtime requests; and (2) inform management and employees of the requirement to comply with EPA overtime policies, use EPA Form 2560-7, obtain advance approval for scheduling of overtime hours in the planned timesheet, and retain supporting documents as required by OIG and EPA records management policies. The Deputy Inspector General agreed with our recommendations and provided corrective actions and planned completion dates to address all recommendations.

**The OIG may have incurred overtime charges without proper authorization and advance approval, and did not maintain overtime authorization forms as required.**