



# At a Glance

## Why We Did This Review

On April 9, 2014, a U.S. Senator requested the U.S. Environmental Protection Agency (EPA) Office of Inspector General (OIG) to examine whether the agency: (a) properly documents how overtime is distributed and, if so, identify the process that is used; (b) has a specific breakdown of activities for employees who received overtime during the last 2 fiscal years; and (c) has an effective means to ensure employees are not compensated overtime for travel. We conducted an audit to address the Senator's request.

### This report addresses the following EPA goal or cross-agency strategy:

- *Embracing EPA as a high-performing organization.*

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/2015/20150922-15-P-0293.pdf](http://www.epa.gov/oig/reports/2015/20150922-15-P-0293.pdf)

## EPA Not Fully Compliant With Overtime Policies

### What We Found

The EPA has established policies that identify the requirements and general process for the authorization and approval of overtime compensation. However, based on our limited sample, the EPA did not always use the EPA Form 2560-7, *Request for Overtime Authorization*, for overtime requests and authorization as required by *EPA Pay Administration Manual 3155*. Even when the EPA Form 2560-7 was prepared, overtime hours were not always approved in advance and some overtime hours exceeded the authorized amounts. Also, the EPA did not always maintain the forms in accordance with EPA records management requirements. This occurred because management did not provide sufficient oversight to ensure compliance with EPA policies pertaining to overtime and records management.

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

EPA has established specific policies that address overtime during travel. Employees can only be authorized overtime during travel when officially ordered and approved, and our analysis did not disclose any instances where employees requested compensation for overtime during travel.

### Recommendation and Planned Corrective Actions

We recommend that the Deputy Administrator ensure management and employees comply with EPA overtime policies, use EPA Form 2560-7, obtain advance approval for overtime hours, and follow EPA records management policies. The agency agreed with our recommendation and provided acceptable corrective actions with estimated completion dates.