

South Carolina Department of Transportation

Engineering Directive

Directive Number: ED-76 **Effective:** January 2, 2026

Subject: Overtime Monitoring and Reporting

References: Human Resources Overtime Policy, Latest edition

Primary Department: Engineering

The use of overtime should be an exception to the regular work schedule in any unit. An employee may be required to work overtime to meet a sudden increase in workload, to meet demands of on-call work that occurs outside of normal operating hours or to meet the demands of an unforeseeable or emergency event. Overtime should not be used as a means to provide additional compensation to employees.

When a unit and/or individual requires overtime, the functions of that unit and/or individual should be reviewed by the supervisor to verify that the amount of overtime hours is justified. Every attempt should be made to avoid the repetitive and chronic use of overtime.

It shall be the responsibility of each supervisor to review overtime on a regular basis and report their findings/justifications of charged overtime to the Director/District Engineering Administrator by the 10th of each month following each month. Supervisors should provide justifications for overtime hours that exceed 15 hours per pay period, 30 hours per month, or 75 hours per quarter. The Overtime Justification Report should be submitted in a table format (Excel worksheet) and include the following information:

- Employee name
- Employee number
- Employee position
- Home office
- Dates overtime occurred
- Time Period for Justification (pay period, monthly, quarterly)
- Number of hours of recorded overtime
- Justification for overtime

Each Director/District Engineering Administrator will notify the Chief Engineer for their division no later than the 15th day following each month confirming overtime in his or her district has been reviewed in accordance with this directive. The Director/District Engineering Administrator will submit the monthly Overtime Justification Report. The Chief Engineer will summarize the monthly overtime findings and provide a report to the Deputy Secretary for Engineering by the 20th of the month following each month. The Deputy Secretary for Engineering will provide a final Overtime Justification Report for Engineering to the Deputy Secretary for Finance and Administration by the last day of the month following the month that is being reported.

Unauthorized or the abuse of overtime may result in disciplinary action for managers and/or employees.

Recommended by: Andrew T. Leaphart, P.E.
Chief Engineer for Operations

Approved by: Rob E. Perry, P.E.
Deputy Secretary for Engineering

History: Issued on December 15, 2025