



To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation and Team Spirit.

NOTE: Pursuant to Section 101 of the Aviation and Transportation Security Act (49 U.S.C. 114(n)), this directive establishes Transportation Security Administration (TSA) policy and supersedes Federal Aviation Administration (FAA) orders, policies, and guidance regarding premium pay issued under the FAA Personnel Management System. This directive is TSA policy and must be applied accordingly.

1. **PURPOSE:** This directive and the accompanying handbook provide TSA policy and procedures on the payment of premium pay for employees covered by the Core Compensation System. This directive and the accompanying handbook supersede TSA MD 1100.55-5, *Premium Pay for Exempt Employees*, TSA MD 1100.55-7, *Premium Pay for Non-Exempt Employees*, both dated November 13, 2007, and HCM 550-6, Compensatory Time Off in lieu of Overtime Pay.
2. **SCOPE:** This directive applies to all TSA employees covered by the Core Compensation System.
3. **AUTHORITY:** The Aviation and Transportation Security Act, Pub. L. 107-71 (ATSA).
4. **DEFINITIONS:** See [*TSA Handbook on Premium Pay*](#).
5. **RESPONSIBILITIES:**
 - A. The Office of Human Capital (OHC) is responsible for developing, implementing, administering, and modifying pay policies applicable to TSA employees. The OHC's Payroll Office is responsible for providing advice, guidance and training associated with documenting premium pay in TSA's timekeeping and payroll systems.
 - B. Executives, managers, supervisors, Administrative Officers, and Human Resources Specialists, or other designated staff members, are responsible for applying the premium pay policies and procedures of this directive and the applicable handbook consistently for TSA employees.
 - C. Executives, managers and supervisors are responsible for scheduling employees in a manner that best accomplishes TSA's work and mission responsibilities and for approving premium pay only when operational needs require.
 - D. Timekeepers are responsible for accurate and consistent entry of premium pay into the appropriate TSA timekeeping and/or payroll systems.
 - E. Employees are responsible for:
 - (1) working approved, scheduled tours of duty, and irregular and occasional work, as assigned;
 - (2) accurately documenting hours worked by completing timekeeping records or forms that may be required to record hours worked; and

- (3) scheduling and using compensatory time off within 26 pay periods of the date earned. As with any form of leave, supervisory approval is required.

6. POLICY:

- A. TSA shall pay eligible employees premium pay to which they are entitled based on the policy and procedures outlined in this directive and the accompanying handbook.
- B. Any exceptions to premium pay policy and procedures outlined in this directive and the accompanying handbook require approval by the Assistant Administrator/OHC, or his/her designee, prior to any related salary adjustments.
- C. Premium pay shall be used only when it has been determined to be the most appropriate means to manage work operations and achieve mission objectives.
- D. Premium pay shall be properly and uniformly administered in accordance with this directive and the accompanying handbook.
- E. Overtime (OT) work for exempt and non-exempt employees must be officially ordered and approved prior to the time work is performed.
- F. OT work for exempt and non-exempt employees must be approved at a level in the chain of command above the employee assigned to work OT. For instance, a manager shall not approve OT for himself or herself.
- G. Only officially ordered and approved OT work, and other work for which premium pay is applicable, shall be performed by non-exempt employees; non-exempt employees who, without approval, start or remain on duty beyond their normal daily or weekly tours of duty shall be immediately advised by TSA supervisors/managers to cease unapproved work.
- H. Exempt employees shall receive premium pay only for applicable work that has been officially ordered and approved; TSA is not obligated to approve premium pay for exempt employees who, on their own volition, start or remain on duty beyond their normal daily or weekly tours of duty.
- I. Employees required to return to work for call back OT or who perform work on a Federal holiday shall be paid a minimum of two hours call-back OT or holiday premium pay, as described in the handbook accompanying this directive.
- J. Employees who are scheduled for OT, report for duty, are notified upon arrival at work that their services are not needed, and are sent home shall receive a minimum of two hours of OT pay.
- K. Employees may be granted up to 160 hours of compensatory time (CT) off in lieu of OT pay in a leave year. Exceptions may be granted, in writing, by the appropriate Assistant Administrator, or higher level TSA official, when necessary to meet TSA mission requirements. This authority may not be delegated.

- L. Effective January 4, 2009, all CT off in lieu of OT pay earned or accrued must be used within one year (26 pay periods) of the date earned or accrued.
- M. At the end of the 26 pay period time limit or when employees separate from TSA, all unused CT off in lieu of OT pay hours will be forfeited by exempt employees and will be paid to non-exempt employees at the OT rate applicable at the time the CT was earned.
- N. Employees moving from non-Transportation Security Executive Service (TSES) to TSES positions will forfeit all unused compensatory time off in lieu of OT pay hours.
- O. Premium pay (including CT off in lieu of overtime and CT for travel) shall be earned and used to the nearest 15-minute increments.

7. **PROCEDURES:** See [TSA Handbook on Premium Pay](#).

8. **EFFECTIVE DATE AND IMPLEMENTATION:** This directive is effective immediately upon signature.

APPROVAL

Signed

5/27/2009

Richard A. Whitford
Assistant Administrator for Human Capital

Date

Distribution: Assistant Secretary, Deputy Assistant Secretary, Assistant Administrators, Area Directors, Federal Security Directors, Special Agents in Charge, Administrative Officers, and TSA Affiliated HR Offices
Point-Of-Contact: Office of Human Capital – Policy, TSA-OHC-Policy@dhs.gov