



DEPARTMENT OF THE ARMY  
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AMIM-WBG-ZA

12 November 2024

MEMORANDUM FOR United States Army Garrison Wiesbaden Supervisors of Host Nation (HN) Employees

SUBJECT: United States Army Garrison (USAG) Wiesbaden Command Policy Memorandum (CPM) #11, Comp Time and Overtime Policy for Host Nation (HN) Employees

1. References:

- a. Collective Tariff Agreement II (CTA II), 16 December 1966
- b. Army in Europe Regulation 690-58 Overtime Control Program, 22 July 2022
- c. Army in Europe Regulation 690-61 Cooperation between the Employer and Local National Employee Representative Groups in Germany, 5 July 2018
- d. Army in Europe Regulation 690-69 USAREUR Implementing Instructions for Collective Tariff Agreement II Provisions and Over Tariff Benefits, 10 May 2010
- e. Federal Personnel Representation Law, Germany, 15 March 1974, as amended, 16 January 1991
- f. Work Time Law, Germany, 22 December 2020

2. Purpose and Intent: This memorandum provides guidance and information for supervisors of HN Employees in regard to legal provisions and resulting requirements for hours worked by the employee on request of the employing unit in addition to the regular weekly work hours established according to Section 9, paragraph 1, 2, or 3. CTA II (Overtime).

3. Applicability: This policy applies to HN Employees and their supervisors. This policy applies to all overtime and comp time of HN Employees.

4. Policy Guidance: General policy guidance is as follows:

- a. Overtime hours should only be requested and granted in urgent cases. Consequently, the only reason for requesting and performing overtime is an operational requirement that cannot be met otherwise as defined by the supervisor.

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b. The supervisor has the exclusive authority to determine under which conditions overtime should be worked.

c. Participation of the USAG Wiesbaden Works Council IAW the provisions defined in reference 1.e. does not constitute an individual entitlement for overtime but pertains to the works council's function on the collective level.

5. Explanation of Terms: In the following, paid overtime is referred to as overtime, and overtime which is granted as compensation hours is referred to as comp time.

6. Impacts of Overtime and Comp Time:

a. Personnel costs increase due to high surcharges on overtime and comp time pursuant to reference 1.a, beginning with the first hour.

b. A high accumulation of comp time shifts the workload from one employee to another or changes the time when work is done.

c. A possibility of abuse or fraud cannot be completely excluded.

7. Rules:

a. In accordance with the provisions of the German Work Time Law, work hours per day must not exceed 8 hours. Daily work hours (regular work hours and overtime) may be extended up to 10 hours when work hours over a period of 6 months do not exceed an average of 8 work hours per day. Total daily work hours may exceed 10 hours only under the following exceptional circumstances:

(1) Emergencies (for example, fires, floods, military crises).

(2) Temporary time-sensitive tasks to be performed in circumstances beyond the agency chief's control that would result in losses to the U. S. Government or damage to Government property.

(3) Completion of work in progress. This exception applies when only a few employees (for example, up to 5 or 6 of a workforce of 100; up to 2 or 3 of a workforce of 20) are required to complete work in progress in a single day and the work cannot be postponed without significantly adverse effects on mission accomplishment. The use of this provision must be limited to an absolute minimum.

b. After completion of their work shift, the employees must have an uninterrupted rest period of at least 11 hours.

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c. A total of 40 hours of overtime per employee can be requested per month. However, all overtime requests that exceed 30 hours per month must be approved by the USAG Wiesbaden Deputy Garrison Commander (DGC).

d. For planning purposes, supervisors determine the overtime hours for their HN Employees and ensure that the respective Director is informed in time to allow for a timely (10 days) initiation of the participation process IAW Section 75, paragraph 3, Reference 1.e., with the USAG Works Council. The requester should be the Division Chief and the authorizer on the form is the Director. The Director may set limits for the accumulation of comp time.

e. Comp Time: Per Section 10, paragraph 4 of Reference 1a, the base pay portion of overtime worked should be compensated by granting the equivalent amount of comp time within the following 12 calendar months.

f. Taking into account operational requirements and workload, a mutual agreed upon decision between supervisor and HN Employee on when to take accumulated comp time hours off is the preferred way at all times. However, if operational requirements do not allow for that, the supervisor may direct the employee to use comp time during periods with a reduced workload based on equitable discretion. When scheduled accumulated comp time hours coincide with unfitness for work, the comp time hours will still have to be taken instead of sick leave k (comp time taken has priority over sick leave when already scheduled).

g. Supervisors assess daily whether overtime/comp time has to be executed, authorize it and keep record of actual hours worked based on stipulations in point a. Supervisors must ensure that HN Employees are not performing overtime/comp time work that was not directed.

h. Overtime and/or comp time should not be worked on weekends or holidays, unless mission cannot be accomplished otherwise.

8. The point of contact for this CPM is the Human Resources Directorate (AMIM-WBH), Workforce Development Division (AMIM-WBH-W), Workforce Development Program Manager, Mr. Thomas Schulze, DSN 548-1304, Commercial: 0611-143-548-1304, or email: [thomas.schulze4.ln@army.mil](mailto:thomas.schulze4.ln@army.mil).

  
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