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JEFFERSON S. DUNN
COMMISSIONER

April 3, 2020

TO: WARDENS
DIVISION DIRECTORS
HEADS OF STATE AGENCIES
ADMINISTRATION REGULATION MONITORS

CHANGE # 3
ADMINISTRATIVE REGULATION 212

OVERTIME WORK

PURPOSE: To add Deputy Commissioner of Women’s Services and ADOC Chief of Staff to Section V.B.5., allowing him/her to approve exceptions to the limitations on mandatory overtime hours enumerated in Sections V.B.1-4. To make clear that all employees may be required to work no more than 16 hours in a 24-hour period unless an exception is granted by the Deputy Commissioner of Operations, the Deputy Commissioner of Women’s Services, or the ADOC Chief of Staff as appropriate.

CHANGES TO BE MADE:

Reference:

AR 212, *Overtime Work*,
dated March 8, 2005.

Action Required:

Section V.B.5.

Delete:

Shall have all exceptions to V.B.1-4, approved by the Deputy Commissioner of Operations.

Add:

“Shall have all exceptions to V.B.1-4, approved by the Deputy Commissioner of Operations, the Deputy Commissioner of Women’s Services, or the ADOC Chief of Staff, as appropriate.”

Section V.C.

Delete:

Employees may be required to work mandatory overtime in cases of critical employee shortage or other emergency situations.

Add:

“All employees may be required to work mandatory overtime in cases of critical employee shortage or other emergency situations. In such cases, no employee will work more than 16 hours in a 24-hour time frame unless approved to do so by the Deputy

Commissioner of Operations, the Deputy Commissioner of Women's Services, or the ADOC Chief of Staff, as appropriate.”

File this numbered change at the back of the regulation after annotating both the index and the regulation to indicate changes have been completed.

Advise all personnel in your organization of the change to this regulation.



Jefferson S. Dunn
Commissioner