

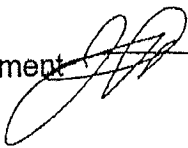


Organización de los Estados Americanos  
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Organization of American States

# Memorandum

Date: 02/02/01  
Code: MAN/AS/019-01

To: Executive and Assistant Secretaries, Executive Coordinators, Unit,  
Department and Office Directors, and Office Chiefs

From: James R. Harding, Assistant Secretary for Management 

Subject: Overtime at Headquarters

In order to comply with an approved internal audit recommendation of the Office of the Inspector General, I would like to remind all of you that no staff member will be entitled to overtime at headquarters unless the Staff Member's presence is recorded in either the manual or electronic security logs. In addition, a half-hour rest period should be taken into account prior to commencement of overtime work, to staff members who have completed a regular eight-hour schedule of work.

Any unjustified claim for overtime will be deducted as an overpayment from the affected employee.

CC: Inspector General  
Chief of Staff of the Secretary General  
Chief of Staff of the Assistant Secretary General