Department of Energy
Office of Science
Washington, DC 20585
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MEMORANDUM FOR DISTRIBUTION

FROM: GEORGE J. MALOSH
CHIEF OPERATING OFFICER
OFFICE OF SCIENCE

SUBJECT: REPORTING OVERTIME MANPOWER OF EXEMPT EMPLOYEES INTO THE COMPUTERIZED ACCIDENT/INCIDENT REPORTING SYSTEM

The purpose of this memorandum is to confirm the guidance provided at the Office of Science (SC) Chief Operating Officer's/Field Manager's and Laboratory Chief Operating Officer's Meetings last week on counting overtime man-hours and reporting it into the Department's Computerized Accident/Incident Reporting System (CAIRS).

It is the policy of the Office of Science to have accurate and consistent reporting in CAIRS. A review of the practices for the accounting of overtime hours has shown inconsistencies across SC sites. To improve data quality, only paid overtime hours should be counted. In addition, any historic CAIRS injury data that counted non-paid overtime hours will need to be revised.

If there are technical questions regarding this guidance, please contact Jay Larson of my staff at 301-903-9869 or jay.larson@science.doe.gov.

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