



**OFFICE OF THE GOVERNOR
AMERICAN SAMOA GOVERNMENT**

August 30, 2022

GENERAL MEMORANDUM NO. 130 – 22

To: Directors and Agency Heads
From: Governor of American Samoa
Subject: Overtime Compensation that is Due to Employees

It is a legal and moral duty to compensate employees for overtime that they have worked. Directors should manage their overtime within the limits that are set by their budgets. However, if there is a problem paying overtime that a director cannot resolve, it is important that the director contact this office for guidance and assistance.

Each Director and Agency Head shall provide the Governor's Office with the documented amount of outstanding overtime and comp time that is due to its employees. The amount of overtime shall be documented in dollars owed. The amount of comp time that is owed shall be in hours of comp time owed. If an agency has no outstanding overtime or comp time that is due to employees, the agency will notify this office of that fact. This information is due by Wednesday, September 7, 2022.

All information shall be provided to Jason Mitchell, the Chief Legal Counsel, by letter or by email at legal@go.as.gov.


LEMANU P. S. MAUGA
Governor