County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE
713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
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DAVID E. JANSSEN
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

May 24, 2005

To: All Department Heads

From: David E. Janssen
Chief Administrative Officer

OVERTIME AUTHORIZATION POLICY AND PROCEDURES - MODIFICATION TO AUTHORIZATION FORM

On July 29, 2004, the Chief Administrative Office (CAO) provided all Department Heads the County Code Section 6.15.040 (Attachment I), along with the specific policies and procedures to ensure uniformity of reporting among all departments. The County's overtime policy, as outlined in the Code, provides general guidelines utilized by the CAO and departments in authorizing overtime. For example, all overtime must be authorized in advance by the CAO or the Board, except in major emergencies. In addition, all overtime, including paid overtime and compensatory time-off, must be approved in advance by the respective department head before work is performed.

Although the County's general guidelines are not changing, from time to time the policies and procedures must be refined in order for the departments to manage the use of overtime more effectively. Therefore, the following changes to the overtime authorization policy and procedures are effective immediately:

When requests for authorization of overtime are submitted to the CAO, each department head's request must include a letter of justification and be accompanied by the attached modified form (Attachment II). Each such request must minimally detail the following:

a. A reasonable estimate by position classification of the required overtime hours for **FLSA covered employees** or **exempt non-salaried employees**. Estimates supporting requests for full shift compensatory time off authority for **FLSA exempt salaried employees** should include only that work which, in the department head's opinion, would substantially exceed the employee's regular workload;

b. The number of positions in each affected classification for which overtime authorization is requested, and whether the hours/shifts requested are required due to excess vacancies in the department, problems with recruiting the classification, hiring delays or the implementation of new programs, workload and/or caseload increases; and

c. The justification for overtime, and specifically whether it is related to excess vacancies in the department, problems with recruiting the classification, hiring delays or the implementation of new programs, workload and/or caseload increases. This justification is to be based on past experience and other appropriate factors.

Please note that the general guidelines for requesting authorization have not changed at this time. Additional information; however, is now required to be included with the overtime authorization form and justification.

If you have any questions, please call Sid Kikkawa of my staff at (213) 974-1133.

DL:SK:ljp

Attachments

Overtime.authorization.policy.m

6.15.040 Required authorizations.

A. An employee shall not be assigned overtime that qualifies for payment unless:

1. Such overtime is first approved by the board of supervisors or the chief administrative officer; or

2. Such overtime is necessitated by a major emergency due to fire, flood, or other cause involving significant danger to life or property. Such emergency overtime which does not qualify for the FLSA Overtime rate may be worked upon approval of the department head.

B. To request authorization from the chief administrative officer to pay employees for overtime, the department head shall notify the chief administrative officer in writing of the reasons requiring paid overtime, the number and titles of positions affected, and the probable period of time the overtime will be worked. The request shall be made before the overtime is worked. (Ord. 93-0019 § 12 (part), 1993.)

COUNTY OF LOS ANGELES
REQUEST FOR OVERTIME AUTHORIZATION

As provided in the County Code, I request that the Chief Administrative Officer authorize overtime for the following positions for the period indicated below. A letter of justification is attached.

	Dates Beginning and Ending Quarterly Request Period	
Department Head's Signature	Date Beginning Period	Date Ending Period
Department Name	Department Organization Number	Department Payroll Number

OVERTIME HOURS OR SHIFTS REQUESTED

Item No.	Classification Title	Number of Positions	FLSA Status: c = FLSA Covered x = Salaried Exempt n = Non-Salaried Exempt	Overtime Hours Requested for Positions Coded c or n	Overtime Shifts Requested for Positions Coded x	# of Overtime Hours/Shifts Requested due to Implementation of New Programs, Workload and/or Caseload Increases	# of Overtime Hours/Shifts Requested due to Vacancies	# of Overtime Hours/Shifts Requested due to Recruitment Issues or Hiring Delays	# of Overtime Hours/Shifts Requested due to Hiring Freeze
Total Overtime Hours/Shifts Requested:				0	0	0	0	0	0

CAO Action	Conditions and Limitations:
☐ Approved	
☐ Not Approved	
Date	
Signature	

****Attach additional pages if needed****