Eileen - chron

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DAVID E. JANSSEN
Chief Administrative Officer

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Third District

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Fifth District

July 17, 2006

To: All Department Heads

From: David E. Janssen
Chief Administrative Officer

OVERTIME AUTHORIZATION POLICY AND PROCEDURES - SECOND MODIFICATION TO AUTHORIZATION FORM

On May 24, 2005, the Chief Administrative Office (CAO) sent to all Department Heads overtime authorization policy and procedures and a modification to the overtime authorization form (Attachment I).

It was noted that from time to time the policies and procedures must be refined in order for the departments to manage the use of overtime more effectively, and a second modification to the overtime authorization form is now required. Therefore, the following change to the overtime authorization policy and procedures is 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). This modified form has been expanded to include an additional column to separate hours/number of shifts related to the implementation of new programs from workload and/or caseload increases.

Further, this additional overtime information is requested retroactively back to the Fourth Quarter (April 1, 2006 through June 30, 2006), and ongoing. This information is due back to your CAO analyst by July 31, 2006.

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.

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AB:ljp
Attachments
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