

ORANGE COUNTY SOCIAL SERVICES AGENCY

ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Subject: Authorized Overtime

Number: C 16

Approved: Signature on File

Date: 11/13/07

POLICY

In the event operation needs require the use of overtime, the County shall make a reasonable effort to make overtime opportunities available on an equal basis to employees capable of performing the work. For employees other than administrative and executive management, overtime is earned for work ordered and performed in excess of forty (40) hours of paid time in a workweek (modified work schedules: over eighty (80) hours of paid time in a pay period). According to all applicable Memoranda of Understanding, "No employee shall be permitted to work more than sixteen (16) consecutive hours except in an emergency situation."

Overtime is compensated at 1-1/2 times the employee's regular rate and may be converted to compensatory time at the option of the Agency. Accumulated compensatory time in excess of eighty (80) hours shall be paid and cannot be converted to compensatory time as stated in the Orange County Memoranda of Understanding (MOU).

Overtime may be used to meet workload demands only with the prior authorization of both the first and second line supervisors. Supervisors shall request and receive approval from a Program/Regional Manager or designee before authorizing overtime. Except in an emergency, an employee shall not work more than forty (40) hours of overtime per pay period.

Employees' schedules shall not be adjusted within a pay period to avoid overtime. Employees and supervisors shall not establish informal or "off-the-books" overtime.

Extra Help Staff Exception: overtime hours worked by extra help employees shall be paid.