

## Overtime

### 328.1 PURPOSE AND SCOPE

To set forth the policy and procedures for overtime. This policy applies to all regular employees.

#### 328.1.1 DEFINITION

**Overtime work** - Authorized work in excess of 8 hours in one day, or in excess of the maximum hours of the established work day in other than a normal work period, or in excess of 80 hours in a work period, or work performed when the employee is called back to meet an emergency on a holiday, or is in a stand-by or professional call duty status.

### 328.2 AUTHORITY AND REFERENCES

- Riverside County Ordinance 440;
- MOU.

### 328.3 POLICY

Overtime work is discouraged and is limited to emergencies and the performance of urgent necessary functions. Whenever possible, overtime is to be authorized in advance by the immediate supervisor.

### 328.4 PROCEDURE

- (a) Performance of overtime work may be authorized by the Board of Supervisors or by the department head or his designated subordinate.
- (b) Overtime work shall not exceed 16 hours in any work period for any employee without prior approval of the County Executive Officer, except in case of public emergency or calamity or immediate hazard to life or property.
- (c) Authorized overtime work will be computed in conjunction with the appropriate MOUs and FLSA standards.
- (d) The department shall maintain complete and detailed records of actual hours of overtime work for each employee in each work week, with justification in each case. These notations may be kept on the employee time sheet or other record. In either case the records shall be retained for at least five years.
- (e) Directors will be required to set appropriate guidelines regarding the type of work allowable in an overtime status. Overtime work shall not be authorized for completion of routine tasks.
- (f) All overtime work will be reported in the normal payroll reporting procedures.

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