



**JAMES K. HAHN**  
MAYOR

## **EXECUTIVE DIRECTIVE NO. PE-4**

**Subject: ADMINISTRATION OF OVERTIME PROVISIONS**

Work of the City should be accomplished within employees' normal 40-hour work week. Although circumstances occasionally require work on an overtime basis (such as for emergency repair work or budget preparation), a diligent effort should be made toward keeping such extra hours of work to a minimum. Departments should examine their operating needs and establish individual employee work schedules to conform to those needs without the regular use of overtime.

The overtime regulations of the City are established in the Los Angeles Administrative Code and Memoranda of Understanding (MOUs). In addition, the City must comply with the provisions of the Fair Labor Standards Act (FLSA). Department heads must ensure that departmental practices and records conform to these provisions as well as the policy guidelines established herein or in Employee Relations Bulletins and Rules of the City Administrative Officer (CAO).

All General Managers, Heads of Departments/Offices and Commissions of City Government are directed to ensure that the following policy guidelines relative to overtime are followed:

1. The use of overtime work should be restricted to the essential purposes, activities, or special tasks that the department is unable to accomplish during regular working hours.
2. To provide necessary administrative control and to permit the proper maintenance of records, the working of and the accumulation of time to be taken off is to be centrally controlled within each department or bureau. The head of the department or bureau has the responsibility to follow record keeping guidelines outlined in Employee Relations Bulletins and to ensure that complete and accurate records are available at all times.
3. Only one official timekeeping record should be maintained for each employee that accurately shows all time worked and employee absences for any reason. "Unofficial" overtime, whether referred to as "cuff time," "white time," or any other term (i.e. allowing informal banking of extra hours worked) is absolutely forbidden.

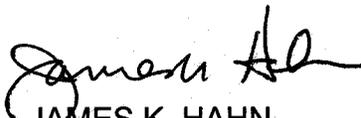


4. Department Heads shall enforce work rules that prohibit FLSA non-exempt employees from working outside their scheduled work hours or during unpaid meal periods without prior supervisory approval. If a supervisor knows or has reason to believe that an employee is working uncompensated overtime, the supervisor shall ensure that the employee: a) does not continue to work unauthorized overtime; and b) is compensated for overtime hours worked in accordance with FLSA.
5. The rate and method of compensation by cash or by compensatory time off (CTO) for employees authorized by Council to receive overtime (annual Overtime Resolution) is to be determined by FLSA, LAAC Section 4.113 and applicable MOUs.
6. Pursuant to FLSA, a FLSA non-exempt employee who requests use of CTO shall be permitted to use such time unless to grant such time would be unduly disruptive to the operations of your department. If a supervisor denies a request for compensated time off, the supervisor should keep a record of the reason for the denial.
7. Departments that opt to allow employees to accumulate CTO should ensure employees do not accumulate CTO in excess of 80 hours or other CTO limits specified in applicable MOU provisions. Under no circumstances shall CTO in excess of 240 hours (480 hours for safety employees) be accumulated.
8. Employees who are exempt from FLSA are not entitled to compensation for overtime. However, heads of departments or bureaus may grant time off for excess hours worked due to unusual situations. Granting of time off should be limited to unusual circumstances. It is not the intent of salaried status that time off be granted for all extra hours worked (Administrative Code 4.113(d) and MOU).

To ensure that the use of overtime is consistent with the Administrative Code, MOUs, Employee Relations Bulletins and all policies, I have authorized the CAO to audit the departmental administration of overtime. Deviations from these policies will require written approval from the CAO.

Any questions regarding this Directive, contact the Office of the City Administrative Officer, Employee Relations Division.

Executed this 14<sup>th</sup> day of May, 2002

  
JAMES K. HAHN  
Mayor

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