

JUVENILE COURT HEALTH SERVICES

		Page 1	Of 2
Subject: APPROVAL OF OVERTIME		Original Issue Date: 4/01/85	Policy # J-205
		Supersedes: 6/4/18	Effective Date: 6/29/2021
Departments Consulted: Department of Human Resources	Approved By: (Signature on File) Health Services Administrator (Signature on File) Nursing Director	Approved by: (Signature on File) Medical Director	

PURPOSE

To establish accountability and guidelines for overtime usage. Overtime is worked in accordance with relevant regulations and assigned in a fiscally prudent manner.

POLICY

Overtime is time worked, requested or authorized by management, in excess of the number of hours regularly worked during the workweek. The Department Managers and/or supervisors may require employees to work overtime in accordance with County code. Overtime, paid or accrued, shall be kept to a minimum and used when it is the only alternative to meet workload demands.

PROCEDURE

Authorization of Overtime

All overtime shall be scheduled in advance using the Overtime Authorization Request form and submitted to Juvenile Court Health Services Administration for approval.

The "Overtime Authorization Request" form (see attachment A) must be completed and include **all** of the following:

1. Requestor
2. Type of Overtime being requested (e.g., Projected or Emergency and Accrued or Paid)
3. The days, employee(s) and number of hours to be worked.
4. The justification of the tasks to be performed and reason(s) why the work cannot be completed during regular work hours; and
5. The requesting Manager or designee approval.

Emergent Authorizations

Only in cases of emergency may managers assign overtime without appropriate prior approval. Emergencies shall be defined as unforeseeable workload requirements directly related to patient care. Emergent overtime request must be submitted for approval within 24 hours (weekdays) and within 48 hours (weekends), after the overtime is worked.

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Medical Director's Initials:
(Initials on File)

Unauthorized Agreements

Managers and supervisors shall not enter into informal agreements with employees allowing unrecorded compensatory time.

Monitoring

1. Supervisor Review

Each Manager/Supervisor shall monitor overtime usage and ensure that only pre-authorized overtime is worked. Each Manager/Supervisor is also responsible for ensuring that overtime appearing on the employee's timecards has been appropriately authorized. In addition, employee timecards shall be reconciled with the mileage claim form.

Overtime should be kept at a minimum. A recurring need for overtime must be reviewed. Alternative measures for mitigating the need for overtime (e.g., redistribution of workload, work schedule adjustments) should be investigated.

2. Juvenile Court Health Services Administration will review the financial impact of all overtime approvals as needed.

Maintenance of Overtime Approval Records

Departmental Managers/Supervisors will be responsible for maintaining records of overtime approvals for a minimum of five (5) years. This includes overtime paid through grant funds. Overtime records shall be accessible for review by payroll payoff auditors or other persons, as authorized.

ATTACHMENTS

Overtime Authorization Request form

REFERENCES

Fair Labor Standards Act (FLSA)
Los Angeles County Code, Title 6, Chapter 6.14
DHS Personnel Practice #307
DHS Policy # 753, Overtime
Memoranda of Understanding (MOU)

REVIEW DATES

July 9, 2011; January 7, 2013, June 4, 2018; June 29, 2021