



Rancho Los Amigos National Rehabilitation Center

INFORMATION MANAGEMENT SERVICES

POLICY AND PROCEDURE

SUBJECT: OVERTIME REQUESTS

Policy No.: 108
Supersedes: 1/26/94
Revision Date: 5/08/13
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I. PURPOSE:

To establish guidelines governing requests for overtime.

II. POLICY:

Paid - overtime may be assigned to Fair Labor Standards Act (FLSA) covered and represented employees only with prior approval of the Chief Executive Officer. Paid overtime may not be assigned to non-represented personnel, however, a special request for payment of overtime for this class of employees may be submitted to the Executive Director citing exceptional situations. That request will be submitted via the Department of Health Services Administration to the Chief Administrative Office for approval.

Accrued – overtime may be assigned for non-represented employees, only with prior approval of the Chief Executive Officer.

III. PROCEDURE:

1. The departmental secretary gathers overtime requests from each IMS manager and inputs the data into the online PO.Net.
2. CIO (or designee) will review and approve as appropriate.

CROSS REFERENCE:

Rancho Los Amigos National Rehabilitation Center Administrative Policy A224.
County Code Memoranda of Understanding
Fair Labor Standards Act (FLSA)

EFFECTIVE DATE:
APPROVED BY:

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES