

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 - As defined in the applicable Memorandum of Understanding (MOU).

328.2 AUTHORITY AND REFERENCES

- Riverside County Ordinance 440;
- Applicable MOU;
- FLSA Standards.

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 Chief Deputy Probation Officer or designee, except in case of public emergency, 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) Managers will be required to set appropriate guidelines regarding the type of work allowable in an overtime status.
- (f) All overtime work will be reported in the normal payroll reporting procedures.

Date last reviewed: 05/09/2022

Date(s) revised: 05/09/2022; and 09/17/1996.

Created: 07/01/1986

Attachment(s):

Riverside County Probation Department

Policy Manual

Overtime

1. [Riverside County Resolutions, Ordinances, and MOUs.](#)