

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM NO. 69(R)

May 7, 1992

TO: All Departments, Boards, Agencies and Commissions

FROM: Leonard D. Simmons, Jr., Chief Administrative Officer

SUBJECT: OVERTIME POLICY AND PROCEDURES

I. PURPOSE.

This policy is revised to set new guidelines for the use of overtime by City employees.

II. OVERTIME DEFINITIONS.

For the purpose of this policy, overtime is defined as that portion of an employee's pay that is paid for hours worked beyond the normal work cycle, regardless of whether or not the overtime pay rate is greater than the "straight time" pay rate.

III. AUTHORIZATION.

A department head may authorize overtime in the department he/she supervises. Overtime may only be authorized within the overtime appropriation. However, each department head must submit a monthly overtime expenditures plan and obtain advance approval from the Chief Administrative Office to proceed with the submitted plan. If overtime is not budgeted, or for overtime expenditures in excess of the budgeted amount, a department head may request a reduction in other line items within the department's budget to fund and increase in the overtime appropriation.

Within the limits of the departmental budget, the department director may authorize overtime without prior approval only to deal within an emergency situation. An (emergency situation is defined as an unexpected, unforeseen event endangering life or property, or threatening the breakdown of vital service to the public, and which demands immediate action or attention to remedy.)

In all other instances, a written request for the Chief Administrative Officer's approval must be submitted. Approval of the department's monthly overtime plan, as detailed below, shall constitute approval of overtime expenditures only to the extent that the overtime expenditures conform to the approved plan.

Overtime and call-back work must be kept to a minimum. An agency may request approval for such work within their monthly request plan only under the following conditions:

- To deal with emergency situations. (As defined above.)
- To perform duties which can only be accomplished outside a regularly scheduled work period.
- To accomplish essential work within a prescribed time when the deadline cannot be altered.
- To maintain essential operations when no other solution exists.

IV. ANTICIPATED EXPENDITURES.

A. Monthly Projections:

Departments and agencies shall prepare each month a plan of projected overtime usage for the up-coming month, and shall submit the plan to the Chief Administrative Officer for approval. The plan shall include a statement of the nature of the work to be performed on overtime, the number of employees involved, and the reason why the normal work schedule cannot be adjusted to accomplish the task(s) within normal work hours. In addition, the plan must include the estimated cost for the overtime, and the source of funds must be identified.

Beginning with the second monthly plan, and for each plan thereafter, the plan shall include an explanation of any variance between the previous month's projections and the actual overtime expenditures.

The plan shall be submitted to the Chief Administrative Officer for approval no later than the fifteenth day of the month preceding the period addressed in the plan. The plan will be reviewed and returned to the department within five working days. The Chief Administrative Officer may approve or disapprove the plan in whole or in part.

V. ELIGIBILITY.

Overtime and call-back compensation will be paid in accordance with Rule IV, Section 9 of the City Civil Service Rules.

VI. AMMOUNT RECORDED.

Overtime will be recorded and compensation granted in $\frac{1}{4}$ hour increments, i.e., the minimum to be recorded.

VII. COMPENSATION.

A. Monetary Compensation:

Employees eligible for overtime or call-back compensation will be paid in accordance with Rule IV., Section 9 of the City Civil Service Rules.

B. Compensatory Leave prohibited:

In accordance with Chief Administrative Office Policy Memorandum No. 14, dated April 23, 1980, employees are prohibited from earning compensatory time.

VIII. CONTROL OF OVERTIME FUNDS.

Each department head must carefully monitor compliance with the approved budget of funds for overtime. Unauthorized overtime expenditures except for emergencies as described above will result in disciplinary action against supervisory personnel.

IX. INQUIRIES.

Any questions concerning this memorandum should be addressed to the Assistant Chief Administrative Office for Budget, Operations and Management.

LDS/MMK/bja