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INTRADEPARTMENTAL CORRESPONDENCE

August 13, 2003

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TO: All Commanding Officers

FROM: Employee Relations Administrator

SUBJECT: CITY POLICY LIMIT ON COMPENSATORY TIME OFF FOR CIVILIAN EMPLOYEES

According to the Mayor's Executive Directive No. PE-4, Administration of Overtime Provisions, dated May 14, 2002, the Mayor has directed that "Work of the City should be accomplished within employees' normal 40-hour work week...and diligent effort should be made toward keeping...extra hours of work to a minimum." City policy limits accumulation of compensatory time off (CTO) to 80.0 hours. The City Administrative Officer has instructed departments to monitor CTO balances to ensure balances do not exceed the limit and implement a plan to bring down employee's CTO balances that exceed the city limit. Departments must be in full compliance by **June 30, 2004**.

The City and all civilian bargaining units have reached agreement in the applicable Memorandum of Understanding regarding the ability of management to require employees to use CTO prior to the end of the fiscal year. Management may also require employees to use such time in lieu of vacation (unless the mandatory use of CTO would result in the loss of vacation accumulation) or any other leave time; or authorize cash payment for all or a portion of the CTO hours in excess of 80.0 hours.

This fiscal year, the Department has not received a substantial increase in civilian overtime funding and does not anticipate buying down balances in excess of 80.0 hours at this time. Divisions must continue to follow current procedures for submitting Advance Overtime Authority to request cash overtime compensation for civilian employees to Budgetary Planning Section, Fiscal Operations Division (FOD).

In accordance with the Fiscal and Support Bureau Notice, dated May 31, 2000, all commanding officers that have civilian employees over the 80.0 hour limit are expected to eliminate the incidence of overtime compensated in time and grant time off to reduce balances to under the limit. The Department currently has approximately 55 civilian employees with balances in excess of 80.0 hours. To assist monitoring employee balances and scheduling, FOD monitors employee balances in excess of 70.0 hours and provides information, every pay period, to management.