

HUMAN RESOURCES BUREAU  
EMPLOYEE RELATIONS GROUP

NOTICE

2.1

March 6, 2002

**TO:** All Concerned Commanding Officers

**FROM:** Employee Relations Administrator

**SUBJECT:** COMPENSATION OF OVERTIME FOR CIVILIAN PERSONNEL  
ASSIGNED TO ABBREVIATED WORK SCHEDULES

Recent information has revealed that a number of commands have been compensating certain civilian classifications for working overtime in a manner that is inconsistent with current policy. This notice has been prepared to remind you of the appropriate rules governing the payment of overtime for civilian employees assigned to abbreviated shifts.

Currently, there are various civilian classifications that are deployed throughout the City during the PM and AM watches in support of Department operations. Personnel assigned to abbreviated work shifts work a total of 75.0 hours and 70.0 hours per pay period respectively and are compensated for 80-hours. It has been disclosed that on occasion, certain civilian personnel assigned to these abbreviated schedules have been allowed to either accrue or are being paid overtime for hours worked commencing at that employee's normal end of watch (i.e. after 7.0 or 7.5 hours).

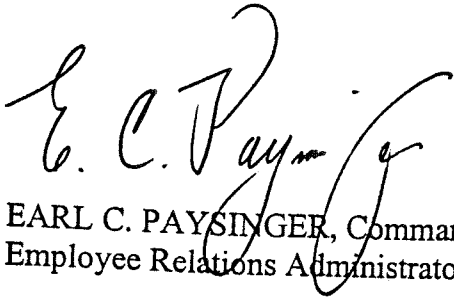
In accordance with the relevant provisions of the applicable employee memoranda of understanding in addition to those in the Los Angeles Administrative Code, employees that are assigned to abbreviated shifts must not be paid for overtime worked until they exceed the number of regular hours compensated for the regularly scheduled work day.

**Example:** An employee on a 5/40 schedule assigned to AM Watch normally works 7.0 hours per day and gets paid for 8.0 hours. If the employee is required to work extended end-of-watch overtime, they must work 8.0 hours at the regular time rate before becoming eligible for overtime. This does not include time for a meal break. With a 30-minute meal break, the total time of attendance before being eligible for overtime would be 8.5 hours.

The Department's current staffing shortages coupled with the City's fiscal crisis compels us to be more thoughtful and prudent concerning the manner with which we make use of

our personnel and economic resources. Continuing to practice pragmatic administrative strategies such as these will allow us to make the most responsible use of those resources and effectively respond to the needs of our community.

Questions concerning the issues addressed in this memorandum may be directed to staff of Employee Relations Section at 213.485.6552.



EARL C. PAYSINGER, Commander  
Employee Relations Administrator

APPROVED:

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