

OFFICE OF OPERATIONS

NOTICE NO. 28

June 2, 1997

TO: All Commanding Officers, Office of Operations

FROM: Director, Office of Operations

SUBJECT: AMENDED PROCEDURES FOR SWORN OVERTIME COMPENSATION

EFFECTIVE: JUNE 1, 1997

PROPOSE

The Department has spent the additional funds specifically allocated for the payment of cash overtime worked during Fiscal Year (FY) 1996/97. Therefore, it is necessary to decrease the percentage of cash paid for overtime hours worked.

NOTE: This Notice does not impact Administrative Order No. 2, 1996. It amends the Allotted Bureau Funds section of Office of Operations (O.O.) Order No. 13, 1996 and supersedes O.O. Notice No. 8, 1997.

INFORMATION

Office of Operations Notice No. 8, 1997, stated in pertinent part, "As a general guideline, all overtime worked for eight hours or less or as a result of Department or outside-sponsored special events, shall be compensated in **cash** except as permitted by relevant provisions of the Memorandum of Understanding (MOU) relating to holiday premium pay. The bureau should try to reach a 90% paid and 10% banked time split for all overtime worked respectively." However, this guideline has now been amended.

PROCEDURE

Effective June 1, 1997, each bureau should attempt to reach a 63% paid and 37% banked time split for all overtime worked. As a general guideline, all overtime worked for 4.9 hours or less, OR when an officer has 136 or more hours in the new bank, OR as a result of Department/outside-sponsored special events, SHALL be compensated in **cash** except as permitted by relevant provisions of the MOU relating to holiday premium pay. All grant funded programs will continue to be compensated at 100% cash.

The Mayor's Proposed Budget for FY 1997/98 includes sufficient funding to pay 63% of all overtime worked in cash. In order to avoid overspending funds during this FY, and transition into the Mayor's compensation policy for next FY, all overtime worked on and after June 1, 1997 except that related to grants and reimbursable programs will be compensated at a rate of 63% cash.

The disbursement of overtime funds is a dynamic process. The percentage of cash paid for overtime hours worked will vary depending on the amount of cash available. Questions regarding this Notice should be directed to the Evaluation and Administration Section, Office of Operations, at extension 5-3860.



BERNARD PARKS, Deputy Chief
Director
Office of Operations

DISTRIBUTION "B"