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PLANNING AND RESEARCH
DIVISION
February 7, 1997

NOTICE NO. 8

TO: All Commanding Officers, Office of Operations
FROM: Director, Office of Operations
SUBJECT: CHANGE IN GUIDELINE FOR OVERTIME WORKED FOR CASH
EFFECTIVE: IMMEDIATELY

PURPOSE

The Department has received additional funds specifically for the payment of cash for overtime worked. The total number of overtime hours allotted to each bureau has not been increased. Therefore, it is necessary to increase 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.

INFORMATION

Office of Operations Order No. 13, 1996 states in pertinent part, "As a general guideline, all overtime worked for three 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 43% paid and 57% banked time split for all overtime worked respectively." This guideline has been amended.

PROCEDURE

Effective immediately and until further notice, each bureau should attempt to reach a 90% paid and 10% banked time split for all overtime worked. As a general guideline, all overtime worked for eight hours or less, OR when an officer has 136 or more hours

Change in Guideline for
Overtime Worked for Cash
Page 2
1.2.1

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 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. It may be necessary to adjust the cash overtime allotments again during fiscal year 1996/1997.

Questions regarding this Notice should be directed to the O.O., Evaluation and Administration Section, at extension 5-3860.


BAYAN LEWIS, Assistant Chief
Director
Office of Operations

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