



LOS ANGELES UNIFIED SCHOOL DISTRICT

POLICY BULLETIN

TITLE: Overtime Policy – Classified Employees

NUMBER: BUL-5996.1

ISSUER: Alma Peña-Sanchez, Chief of Staff
Office of the Superintendent

V. Luis Buendia
Controller, Accounting & Disbursements Division

DATE: July 7, 2017

POLICY: The policy of the District, in accordance with the federal Fair Labor Standards Act and California law, is to provide overtime pay to eligible employees at time and one-half for all work in excess of eight hours a day or forty hours a week for employees on a standard workweek (5 days, 8 hours per day). Variation from this policy is described under Section II and III of this bulletin.

Regular and probationary classified employees are eligible for overtime pay. Classified administrative and executive employees (as described in Personnel Commission Rule 596) are not eligible for overtime pay. Certificated employees are not eligible for overtime pay.

MAJOR CHANGES: This revision replaces BUL-5996.0 regarding the same subject, dated March 12, 2013. The bulletin has been revised to remove obsolete references and to remind time reporters and administrators of the importance of complying with overtime policies. In addition, a reminder is provided about documentation for employees paid from federal and state categorical programs including an updated overtime form.

GUIDELINES: I. PURPOSE

This bulletin provides information to administrators, time reporting personnel, and affected employees regarding the District's overtime pay policy and how time should be reported.

II. OVERTIME GUIDELINES

A. Overtime must be approved in advance except in the case of extreme circumstances. The approval must always be confirmed in writing by the site administrator within the next three working days. Administrators must ensure that funds are available for authorized overtime, except when the health and safety of students and/or staff members is in severe and immediate danger. For audit purposes, written authorization for overtime must be retained at the work location for five years from the date that the overtime is worked. In addition, if overtime is paid from federal or state categorical programs, time and effort documentation is required. Please

ROUTING

All Schools and Offices
Administrators
Time Reporters
All Employees

refer to Bulletin 2643.8 for further instructions regarding this reporting requirement. Attached for your convenience is a sample overtime request form (Attachment A).

- B. Each division must have a defined, written internal policy that identifies the approval limit of the branch head, and the required approver for overtime in excess of that threshold.
- C. Employees should not be assigned to work more than 44 hours of overtime per month or more than 528 hours of overtime per fiscal year. It is the responsibility of the branch director or head administrator to review regularly the overtime hours charged by employees to ensure they are not going over the monthly overtime limit.
- D. In extreme emergencies, employees may work more than 44 hours of overtime per month with the administrator's prior written approval. The division administrators must review on a regular basis overtime usage to ensure compliance with the overtime threshold. In addition, the Director of the department/branch must approve individual employee overtime charges if it is more than 44 hours in a month. Unsupported overtime charges may be subject to further investigation and possible disciplinary action.
- E. If an employee does not work a standard workweek or the workday is greater than or less than eight hours, refer to the applicable collective bargaining agreement and/or Personnel Commission rules to determine the point at which employees should be reported for overtime pay.
- F. Supervisors must practice fiscal prudence and apply reasonableness factors such as need, availability, and qualifications in assigning overtime to employees with consideration given to District need. It shall be the responsibility of the location and division administrator to review all overtime usage to determine if the overtime was authorized and worked. It shall also be the responsibility of the location and division administrator to ensure that the limitations stated in this bulletin have been followed.
- G. Each Local District or Division must develop and document criteria for overtime approval within the department.

For instructions on time report preparation, please refer to the Payroll Administration, Payroll Concepts Manual on Inside LAUSD. Overtime is to be reported to the nearest minute. A conversion chart is included as Attachment B to this document to assist in entering minutes as decimal portions of hours.

III. EXCEPTIONS

- A. The only currently authorized exception to the provision of overtime pay for overtime hours worked is Bargaining Unit A (School Police Officers) and certain Unit A aligned employees who are authorized to receive a

limited amount of compensatory time off in lieu of overtime pay.

- B. Financial Managers who have been pre-authorized by their administrator to work overtime as a result of evening, weekend, or holiday student body activities shall be paid overtime from Student Body funds.

RELATED Attachment A – Overtime Request Form
RESOURCES: Attachment B – Conversion Table: Minutes to Decimals

Attachment A

BULLETIN NO. 2643.8

June 22, 2017

LOS ANGELES UNIFIED SCHOOL DISTRICT *Overtime Request Form*

REQUEST FOR PRE-APPROVAL TO WORK OVERTIME

Name: _____ Employee #: _____

Requested Date(s): _____ Estimated
Total Hours: _____

Reason for Overtime (Project/Activity): _____

Overtime Charged to Fund: _____ Program Code: _____ Name of Program Code: _____

(If funding source is from a federal or state categorical program, activities performed must be an allowable cost.)

APPROVED BY: _____ Date: _____ Total Est. Hours Approved: _____
Supervisor

The information below is to be completed by the employee after prior approval has been obtained and overtime work is completed.

OVERTIME REPORT

Date(s) Worked: _____ Actual Hours Worked: _____ Week-to-date: _____ Month-to-date: _____

I hereby certify that the overtime worked was solely (100%) related to activities for the above program.

Employee's Signature _____ Date: _____

Approved By: _____ Date: _____
Administrator

Attachment B
Conversion Table for Time Reporting

MINUTES TO HOURS (IN DECIMAL FORMAT)					
01 = .02	11 = .18	21 = .35	31 = .52	41 = .68	51 = .85
02 = .03	12 = .20	22 = .37	32 = .53	42 = .70	52 = .87
03 = .05	13 = .22	23 = .38	33 = .55	43 = .72	53 = .88
04 = .07	14 = .23	24 = .40	34 = .57	44 = .73	54 = .90
05 = .08	15 = .25	25 = .42	35 = .58	45 = .75	55 = .92
06 = .10	16 = .27	26 = .43	36 = .60	46 = .77	56 = .93
07 = .12	17 = .28	27 = .45	37 = .62	47 = .78	57 = .95
08 = .13	18 = .30	28 = .47	38 = .63	48 = .80	58 = .97
09 = .15	19 = .32	29 = .48	39 = .65	49 = .82	59 = .98
10 = .17	20 = .33	30 = .50	40 = .67	50 = .83	60 = 1.00