3-02/280.10 - Overtime Authorization

All overtime must be authorized, in advance, whether or not it is to be paid.

Unit commanders, or designated supervisory personnel, shall be the only persons authorized to give advance approval for working overtime. Employees covered by FLSA shall have prior approval from their supervisor, before working overtime, unless such overtime worked is the result of a bona fide emergency (e.g., natural disaster, riot, spontaneous jail lockdown, etc.). Absent emergent situations, per this MPP, failure to obtain prior approval violates county policy and may result in employee discipline.

Managers and approving supervisors shall ensure that overtime is within their budget and is not misused by employees. However, any overtime that is worked by an employee and that is properly documented, whether it was pre-authorized or unauthorized, shall be paid/saved, if applicable, in accordance with the FLSA.

Refer to MPP, section 3-02/010.19, Overtime Worked at Other Assignments, for requirements and notification procedures, whenever an employee works overtime at any unit other than their permanent unit of assignment.